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			Mike Black	<ul style="list-style-type: none"> <li>Received comments from agency reps reference the Engine Boss position maintaining currency for ICT5. Subcommittee agrees and implemented changes.</li> <li>Working on business processes for the December meeting. Once business process complete will implement rotating Chair.</li> <li>Completed review/revision of position standards and references on the websites.</li> </ul>	
				<b>PNB</b> <ul style="list-style-type: none"> <li>Hosted quarterly call in September.</li> <li>Inactivated one position via FS request, Wildland Urban Interface Mitigation Specialist (WMIT).</li> <li>Approved two positions via FS requests: <ul style="list-style-type: none"> <li>Wildfire Mitigation Specialist Team Lead (WMTL).</li> <li>Wildfire Mitigation Specialist Team Member (WMTM).</li> </ul> </li> <li>Business processes are updated and posted to the IPSC SharePoint site. Mike will stay in the Chair position until March 2023.</li> </ul>	
3	<b>Update Business Processes &amp; Subcommittee Chair Rotations</b>		Jim Shultz	<ul style="list-style-type: none"> <li>Discussed Chair rotations and subcommittee business processes during each subcommittee update.</li> <li>Noted that “Each member agency determines its committee/subgroup membership needs. Members are appointed through agency specific command channels with full understanding of the collateral duty nature of NWCG work and potential workload impacts. All membership is subject to Executive Board oversight.” Per the NWCG Master Committee Charter.</li> <li>Determined that subcommittee business processes should be standalone documents and be posted to the IPSC SharePoint site versus as appendices to the IPSC document.</li> <li>Will review IPSC business processes annually. If the document needs an update outside of the annual review, submit the change as an agenda item for discussion at the next monthly IPSC meeting.</li> <li>Trello, the NWCG website and the IPSC SharePoint site are the three major forums for IPSC business management.</li> </ul>	
4	<b>Implementation of Leadership Levels</b>	NWCG TM-21-002	Mike Ellsworth & Deb Fleming	<ul style="list-style-type: none"> <li>Mike discussed the intent of “Leadership Levels” and the status of the NWCG tasking. All position stewards have validated support.</li> <li>After completing an evaluation of leadership course curriculum, the Leadership Committee defined five levels of wildland fire leadership. The five leadership levels provide a roadmap of self-development in wildland fire organizations that encompasses all methods of leadership development.</li> </ul>	Accepted and adopted by the Executive Board on November 17th, 2021.

				<ul style="list-style-type: none"> <li>One of the five leadership levels will be associated with each IPD. This process will align all future leadership products with a position.</li> <li>Final memo with recommendations will go to the Executive Board this week.</li> </ul>	
5	<b>NWCG Training Program Update</b>		Annie Benoit	<ul style="list-style-type: none"> <li>Annie outlined NWCG training vacancies. Currently have a 40% vacancy rate.</li> <li>Provided an overview of current course updates.</li> <li>Reviewed the NWCG Position Performance Implementation Proposal Briefing Paper (BP) presented to the Executive Board in September. The BP outlines the proposed process, outcomes, assumptions and challenges related to full implementation of a performance-based training system. Positions will be categorized into Group A &amp; B with prioritization of Safety and Operations positions.</li> </ul>	
6	<b>Next Generation Position Task Books (PTBs)</b>		Annie Benoit	<ul style="list-style-type: none"> <li>Discussed the “Next Generation Position Task Books (PTBs)”. Provided an overview of the potential PTB flow. The flow begins with the IPD, to position specific standards to Position Task Books.</li> <li>Highlighted the “Potential PTB Direction”, i.e., infrequent Os in the PTB, require training before a PTB is initiated, and all training developed by NWCG will be required.</li> </ul>	
7	<b>Establishment of a Standardized RPL Process for NWCG</b>	2020-01	Dave Celino	<ul style="list-style-type: none"> <li>Presented to the Executive Board in October and received great feedback.</li> <li>Dave provided a history of the RPL document development and highlighted key points of the document.</li> <li>Next steps include addressing the PMS 310-1 Front Matter with RPL verbiage and closing the loop on supporting documents/templates to be posted as examples on the NWCG website.</li> </ul>	IPSC voted on implementation of the RPL process and all support adoption.
8	<b>NWCG Endorsement Analysis Process</b>	2020-08	Steve Griffin & Ken Kehmna	<ul style="list-style-type: none"> <li>Steve Griffin provided an overview of the tasking and deliverables. The process will build capacity and transfer skills from “All Hazard to Wildland Fire”.</li> <li>Ken Kehmna briefed the four steps of the endorsement analysis process. IPSC will be heavily involved in Step 3, Review and Approve Recommendations.</li> </ul>	
9	<b>Review of FireNet Incident Inboxes</b>		Jim Shultz	<ul style="list-style-type: none"> <li>Jim shared his recent experience on the Dixie Fire reference FireNet Incident In-Boxes. Requested that Subcommittees review their Incident Inboxes and validate the need for additional or removal of boxes. Base requirements upon a need versus a want.</li> </ul>	Request that subcommittees discuss any changes needed to incident inboxes available for use and submit summarized

				<ul style="list-style-type: none"> <li>Request that subcommittees discuss at their next meeting and be prepared to discuss during February/March timeframe.</li> <li>The FireNet Leadership Board has requested feedback from the field by 1 Dec 21. IPSC input will be incorporated.</li> </ul>	changes to IPSC by February call.
10	<b>Implementation of Complex Incident Management Teams (CIMTs)</b>	NWCG TM-21-XXX	Dave Celino & Jesse Bender	<ul style="list-style-type: none"> <li>Waiting for the Fire Executive Counsel to issue a tasking to NWCG, NMAC and FMB reference CIMTs. Once received NWCG will formally task IPSC to initiate the process.</li> <li>Implementation will include Phase 1 and Phase 2.</li> <li>Largest obstacle at this time is communication out to the field on the implementation of CIMTs.</li> </ul>	
11	<b>Currency Path Forward</b>	2020-05	Jim Shultz	<ul style="list-style-type: none"> <li>Currency Path Forward documents are housed on the IPSC SharePoint site in the "Tasking and Action Items Working Files" folder.</li> <li>Jim requested that IPSC members run a position through the matrix, review the Job Aid and provide feedback at the December IPSC meeting.</li> <li>Intent is to finalize and post the Job Aid by January 2022.</li> </ul>	IPSC members run a position through the matrix, review the Job Aid and provide feedback at the December IPSC meeting.
12	<b>PMS 310-1 Overview &amp; Work Groups</b>		Mike Black & Jim Shultz	<ul style="list-style-type: none"> <li>Consolidated previously identified work groups into the following: <ul style="list-style-type: none"> <li>Group 1. PMS 310-1 Front Matter/Content/RFC Process. Also include verbiage for RPL.</li> <li>Group 2. PMS 310-1 No Publication Date.</li> </ul> </li> <li>Work groups will complete tasks and report out.</li> </ul>	
13	<b>Type 3 C&amp;G Incident Position Training</b>	NWCG TM-21-005	Jim Shultz	<ul style="list-style-type: none"> <li>Jim will schedule a separate meeting in December to address this topic with a future report out to IPSC.</li> </ul>	IPSC Chair to schedule meeting in January.
14	<b>Work Groups Report Out</b>		All	<ul style="list-style-type: none"> <li>Group 1 Report Out. Created Front Matter RPL verbiage that is saved on the IPSC SharePoint site. Mike Black, Jim Shultz and Mike Froelich will finalize Front Matter and RFC Change process verbiage. Will vote on verbiage at December IPSC meeting.</li> <li>Group 2. Recommended that IPSC implement a "Two Bucket Approach" process. Bucket #1 would not have a scheduled release date. Bucket #2 would have either one or two scheduled release dates. Mike Ellsworth will build a matrix and provide verbiage on the "Two Bucket Approach" for the December IPSC meeting.</li> </ul>	<p>Finalize frontmatter verbiage by December meeting.</p> <p>Develop matrix for PMS 310-1 change timing.</p>
15	<b>PMS 206, Incident Commanders Organizer</b>		Jim Shultz & Deb Fleming	<ul style="list-style-type: none"> <li>Discussed moving stewardship form IPSC to the Incident Command Subcommittee.</li> <li>Jim Shultz will follow up with Shane Greer.</li> <li>Deb Fleming and Jesse Bender will arrange a meeting with the subcommittee to discuss potential revision.</li> </ul>	IPSC agrees and supports the move to ICSC. Shane Greer responded via email to Jim that they would take PMS 206.

16	<b>Fire Danger Curriculum Management Unit</b>	RFC 2021-07	Shelby Law & Gwen Proirer	<ul style="list-style-type: none"> <li>Shelby Law &amp; Gwenan Proirer provided a briefing on RFC 2021-07. Currently lower-level Fire Danger courses do not exist. There is a need for incremental Fire Danger education. Would like to develop three (3) new courses, i.e., S-191, SA-291 and S-391. Will also update/modify S-491 &amp; S-591. Will work with an NTE at NAFRI. Hope to complete curriculum development within the next two years.</li> <li>RFC is supported by the parent committee; States support and initial support from operations.</li> <li>IPSC representative is Mike Ellsworth.</li> <li>IPSC members will vet with States and Agencies prior to the December meeting. Will vote in December to approve the RFC.</li> <li>Recommended that FDCMU prepare an issue paper that summarizes the Fire Danger training to be developed over the next two years that can be given to the Position Stewards and NWCG training.</li> </ul>	IPSC accepted the RFC.
17	<b>GISS Position Updates</b>	RFC 2021-08	Skip Edel	<ul style="list-style-type: none"> <li>Skip Edel provided a briefing on RFC 2021-08. Due to rapidly changing technology, the Geospatial Subcommittee requests the following: <ul style="list-style-type: none"> <li>Update the IDP and PTB.</li> <li>Transition the GISS Introductory Course to S-341.</li> <li>Transition the GISS Refresher to officially become RT-341.</li> <li>Transition the S-341 ILT curriculum to officially become S-441.</li> </ul> </li> <li>RFC is supported by the Data Management Committee.</li> <li>IPSC members will vet with States and Agencies prior to the December meeting. Will vote in December to approve the RFC.</li> <li>IPSC needs a Transition Plan as soon as possible in order to be included in the January 2022 PMS 310-1.</li> <li>IPSC representative is Will Briggs and Jim Shultz.</li> </ul>	IPSC accepted the RFC.
18	<b>Creation of NWCG Standard for Electronic Check-In</b>	TM-21-004	Heather Gonzalez	<ul style="list-style-type: none"> <li>Heather provided an overview of the NWCG tasking and deliverable. The subcommittee inherited a lot of completed work from the IMRR.</li> <li>IPS completed a product presentation with demonstrations on 9 Nov 21. Had good field representation.</li> <li>Continuing work on the national standards versus the IMT standards so that all fires use the same standards.</li> <li>Will create two Task Teams to address content and deliverables.</li> <li>Next meeting is scheduled for December 13th, 21.</li> </ul>	<p>Jim to set up call with Heather.</p> <p>Deb briefed Executive Board on need for extension.</p>

				<ul style="list-style-type: none"> <li>• IPSC needs to request an extension of the November 21 requirement to submit recommendations to NWCG.</li> <li>• Jim and Heath will discuss further at a later date.</li> </ul>	
19	<b>Continuing Education Program</b>		Jim Shultz & Dave Celino	<ul style="list-style-type: none"> <li>• Jim requested an open discussion on the topic. What could or should this look like. A robust conversation ensued.</li> <li>• The discussion concluded with a proposal that the Fire Behavior Subcommittee present to IPSC their concept of continuing education at the January or February IPSC meeting.</li> <li>• Jim will report back at the December meeting.</li> </ul>	IPSC accepted the proposal.
20	<b>Currency for ICT5</b>	RFC 2021-09	Jim Shultz	<ul style="list-style-type: none"> <li>• RFC recommends that Engine Boss maintains currency for ICT5 and be included in the January PMS 310-update.</li> <li>• Jim will draft IPSC approval memo. Will be included in the January PMS 310-1 update.</li> </ul>	IPSC accepted and approved the RFC. Draft memo.
21	<b>Reviewed Bin Items</b>		Jim Shultz	<ul style="list-style-type: none"> <li>• IPSC SME Strategy Discussion.</li> <li>• Add S-520/S-620 Steering Committees to subgroup updates.</li> <li>• Discuss IPSC PTB involvement in December.</li> <li>• Decision on RPL Front Matter verbiage in December.</li> <li>• Schedule O-305 Work Group meeting in December.</li> <li>• Vote on IPSC RFC 2021-07, Fire Danger Curriculum.</li> <li>• Vote on IPSC RFC 2021-08, GISS Positions.</li> <li>• Jim to draft approval memo for IPSC RFC 2021-09, Currency for ICT5.</li> <li>• Discuss a possible March Face to Face Meeting at the National Emergency Training Center in Emmitsburg, Maryland.</li> </ul>	
22	<b>Round Robin / Wrap Up</b>		All		

**Next Conference Call****Date:** December 8, 2021**Time:****Face to Face/Virtual IPSC Meeting Schedule****Date:****Location:** Virtual**Host:**

Meeting payment schedule rotates as follows:

- NPS
- States
- USFS
- BIA
- BLM
- FWS

IPSC Members	Y/N	Associates	Y/N
Jim Shultz (Chair), NPS	Y	Deb Fleming, NWCG Coordinator, BLM	Y
Mike Black, (Vice Chair) BIA	Y	Michael Froelich, 310-1 Steward, NASF	Y
Michelle Woods (Support), USFS	Y	Brad Gibbs, Liaison, NIAC, BLM	N
Will Briggs, BLM	N	Marley Marshall, Advisor, IQCS, BLM	Y
Marlene Eno-Hendren, BLM	Y	Kevin Misenheimer, Advisor, DOI, OEM	N
Stew Richter, USFS	N	Patty Correia, Advisor, IQS, NASF	Y
Heath Cota, USFS	Y	Russ Flick, Advisor, FEMA, EMI	N
Mike Ellsworth, FWS	Y	Chris Buhrig, Associate, GATR, USFS	Y
Dave Robinson, NPS	Y	Annie Benoit, NWCG Training, BLM	Y
Jeff Soule, USFA	Y	Patrick Morgan, IOSC, USFS	Y
Dave Celino, NASF (Eastern)	Y	Heather Gonzalez, IPS Chair, USFS	Y
Greg Smith, NASF (Southern)	Y	Chris Alford, ILSC Chair, NPS	Y
Norm McDonald, NASF (Western)	N	Shane Greer, ICSC Chair, USFS	Y
Craig Daugherty, IAFC	Y		

**Guests:** Jesse Bender, Richard Sexton, Sabra Arnold, Mark Skudlarek, Steve Griffin, Ken Kehmna, Skip Edel, Kathie Hansen, Shelby Law and Gwenan Proirer.