

# Incident Planning Subcommittee

## Meeting Minutes: 4/2/2019 1100-1200

### Attendees

Members Present: Chris Buhrig (FS), Heather Gonzales (FS), Ilene Wadkins (FS)

Members Absent: Cheryl Bright (BIA), Dave Gerboth (NASF), Gary Peck (NASF), Kylan Rader (BLM)

Others: Jim Shultz (OTC Liaison), Deb Fleming (NWCG Coordinator)

### Agenda Items

#### Subcommittee Business

- Elect a new chair and a notetaker  
Chris Burhig volunteered to take over as chair, pending supervisor approval.

**Action:** Once Chris confirms that she is good to go, Deb will get her added to the OTC mailing list as well as update the subcommittee roster.

**Action:** *Ilene will reach out to see if she can come up with an additional person who might be willing to take notes for the subcommittee.*

- Review website and roster (membership correct?)  
**Action:** *Chris will send an email to everyone currently listed on the roster to ensure they are still willing to participate on the subcommittee and asking them to verify the information listed on the roster. She will also pursue replacements for those members that have dropped off, if necessary.*
- Outcome of Exec Board C&GS Tasking  
IPSC will remain under OTC. A command subcommittee will be stood up under OTC and the Logistics subcommittee will be moved over. OTC's name and mission/objectives may be revised to account for expanded role.

#### Current Workload

- Records Tasking – anyone have a list of who was on the task team? Need to assign a new lead  
There was no one on the call that was officially assigned to the task team, but Billy had reached out to several members for information.  
**Action:** *Deb will schedule a call with Jim & Chris to discuss picking the tasking back up and getting it moving again, which includes assigning another task team lead.*

#### Future Workload

- Incident Position Descriptions (IPDs)
- Business Processes (working with/through OTC)

These items were briefly discussed and will be on the radar for future agenda items. NWCG Training has reached out to Chris on some position info being drafted for the endorsement tasking. This info will likely be considered as the IPDs are developed for the Planning positions in the future.

#### Conference Call Schedule

- Confirm/set a date for recurring monthly calls (does the 2<sup>nd</sup> Tuesday @ 1100-1200 MT still work?)  
*Action: Chris will confirm with members that this time still works for them. When a schedule is confirmed, a new invite will need to be sent out.*

## Topics for Next Meeting & Upcoming Meetings/Calls

### Topics for Next Meeting

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### Upcoming Meetings

May

June

July

August