

Incident Planning Subcommittee

Meeting Minutes: 5/14/2019 0900-1000 PDT

Attendees

Members: Chris Buhrig (FS), Heather Gonzales (FS), Cheryl Bright (BIA), Dylan Rader (BLM), Ryan Stone (Support Staff)

Other: Jim Shultz (OTC Liaison)

Agenda Items

Subcommittee Business

Update for Jim Shultz from OTC.

- Needing to move forward with the 2019 file structure for electronic files for incident management. If it is complete would like to move it forward for support.
- There is a need to have a questionnaire put together for feed back from teams using the Electronics files for improvement. *Jim will set up the google form if we provide the questions.*
- OTC Face to Face meeting.
 - Looking for an update on requested task in May.
 - Presentation on the 2019 electronic file structure.
 - SPBD – Position Task Book input and/or ideas.
 - SPBD – Position Description input and/or ideas.
 - Incident Symbolology is meeting during the face to face.

Support Branch position –

- Items identified that need to be addresses
 - Feeling this should be a unit leader position rather than Branch Director.
 - For requirements would like to see a field qualification added like DIVS or higher to insure an understanding from the field is satisfied.
 - What will the SPBD position keep current in other qualifications.
 - If the qualifications are the same of PSC can we appeal to bring more people to planning section, lack of interest currently in Planning Section makes it difficult currently.

Documentation Unit –

- Feedback – No issues with the platform. Issues experienced was double work load due to keeping records both ways. DOCL personal struggled with the electronic side, lack of experience with newer technology.
- Task that was requested is complete and can be presented.

Current Workload

- Records Tasking – Please providing question for a feedback survey that will be created in google forms.
Action: Everyone please submit 1-2 questions by 5/23 to Chris Buhrig.

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

- Next call June 11th at 0900 (PT)

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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