

Incident Planning Subcommittee

Meeting Minutes: 6/11/2019 0900-1000 PST

Attendees

Present: Chris Buhrig (FS), Heather Gonzalez (FS), Ilene Wadkins (FS), Cheryl Bright (BIA), Deb Fleming (BLM), Colby Jackson (BLM), Ryan Stone (FS)

Guest: Annie Benoit NWCG Training Specialist (FS), Lori Glaeser NWCG Instructional Designer (BLM)

Absent: Dylan Rader (BLM), Jim Shultz (OTC Liaison)

Agenda Items

Subcommittee Business

Update for Colby Jackson from Incident Position Descriptions.

- What are the IPD and where we are at with redesign.
 - Position Descriptions need to be completed, next would be job aids, task book, and training.
 - Committee development – Create small groups 3-5 SME's to help with PD's, TB's, and Job Aids. (POC Lorie is willing to help start the committees since she has helped several now.)
 - If the position is crossed walked to all hazard, we need to make sure we cross-reference information needed to support position.
 - Approximately half of the 14 planning positions crossover from wildland fire to all hazard.
 - Training Specialist Position (Lorie)
 - S-445 – redesign of the course has started, looking for more SME that has performed position.
 - Training plan has been worked on, identifies task and weighting them on types of education i.e. on the job VS classroom VS online.
 - SME – they can be A.D.'s but no way to reimburse them fiscally for their time.
- *Action: Please provide names of candidates that can help with Training Specialist position to Colby Jackson and cc Chris Buhrig.***

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 6/18 to Chris Buhrig.***
- Position Description – Ryan Stone will develop spreadsheet for tracking Incident Position and statics
****Action: Everyone please review the spreadsheet in google drive and see if there is an interest in leading the updates to incident position.***
- IRIN – Looking for a representative to attend the IRIN calls for the future.
****Action: Anyone interested please let Chris Buhrig know.***

Future Workload

- Incident Position Descriptions (IPDs)
- Business Processes (working with/through OTC)
- Intelligence Branch Director (More information in the near future)

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 July 9th at 0900 (PT)

Topics for Next Meeting & Upcoming Meetings/Calls

Topics for Next Meeting

-