

# Incident Planning Subcommittee

## Meeting Minutes: 7/9/2019 0900-1000 PST

### Attendees

Present: Chris Buhrig (FS), Heather Gonzalez (FS), Ilene Wadkins (FS), Deb Fleming (BLM), Colby Jackson (BLM), Dylan Rader (BLM), Ryan Stone (FS)

Guest: Tony Beauchaine (Training Specialist)

Members Absent: Jim Shultz (OTC Liaison), Cheryl Bright (BIA)

### Agenda Items

#### Subcommittee Business

##### *Update from Deb Fleming*

- OTC is changing its' name to Incident Position Standards Committee (IPSC); the Incident Planning Subcommittee name will not change, but the mnemonic will change to IPS.
- Records Tasking
  - All is complete from IPS and is moving forward.
  - Updated the naming convention.
- Document Information – Need a couple of people to help re-group on records docs on the website.
  - Heather will help, she will work on it and bring a proposal back to the committee.
- NMAC will be sending a letter out next week or two addressing electronic records. Draft file structure will be automatically set up on FireNet.

##### *Update from Ilene Wadkins*

- Worked with Heather and Jessica on feedback form; 7 questions are complete and project complete.

##### *Update from Coby Jackson*

- Question on the HSRP on the PD spreadsheet. HRSP was highlighted and discussion on where the position belongs. (Move to PSC, C&G, IC); more discussion to follow when the Command Subcommittee is stood up under OTC (IPSC).
- Training Specialist is priority to move forward. Needing SME names to work on the Incident Position Description. Need to reach out to the GATRs for TNSP for SME, need more open communication in the future between OTC (IPSC) and IPS for less duplication.  
***\*Action Item: Provide TNSP SME names to Colby and Chris.***

#### Current Workload

- Incident Position Description – Review spreadsheet on google drive 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 soon)
- Membership drive is open, find people that might be interested in helping the Incident Planning Subcommittee.

### Conference Call Schedule

- Next call August 13th at 0900 (PT)

### Topics for Next Meeting & Upcoming Meetings/Calls

#### Topics for Next Meeting

- Please send items to Ryan Stone and Chris Buhrig by August 6<sup>th</sup>.