

Incident Planning Subcommittee

Meeting Minutes: 9/10/2019 0900-1000 PST

Attendees

Present: Chris Buhrig (Primary), Ilene Wadkins (Primary), Dylan Rader (Primary) Deb Fleming (NWCG Coordinator), Colby Jackson (Training Liaison),

Members Absent: Justin Query (Primary), Cheryl Bright (Primary) Heather Gonzalez (Primary), Ryan Stone (Support Staff), Jim Shultz (OTC Liaison)

Round Robin Updates:

Deb Fleming:

- OTC name change to Incident & Position Standards Committee will occur on or about October 1st.
- Welcome letters went out from FEMA NIC to individuals helping with National Qualification System (NQS) position updates.
- Files for the Incident Record Kits have been sent on to NWCG Kit Unit Chair in order to update kits nationally.

Coby Jackson

- IPD for training specialist is moving forward and the updated course material for S-445 may be ready by end of September.
- NW will connect their lead with Lori regarding using the new materials for their course.
- Will email potential steps for creating IPD's.

Ilene Wadkins

- Continuing to work with group on E-Isuite testing, overall testing is going well.

Dylan Radar

- Was able to use portions of the electronic doc box on an incident, will complete a brief write up on overall success and challenges.

Chris Buhrig

- Justin Query is the newest primary member from North Carolina state, need to get him added to website.
- Records schedule has been handed off, still seems to be a little push back from FS agency lead, will continue to find common ground.
- Proposed face to face meeting in November, will send out a doodle poll to determine best time. Main purpose would be to work on IPD's as a group.

Current Workload

- Incident Position Description – Review spreadsheet on google drive for tracking Incident Position and status.
- Continue working with E-Isuite group in testing the new version.
- Determine a Vice-Chair and solidify common operating procedures.
- Prioritize IPD's to work on if a face to face meeting can happen and find subject matter experts to help with others.
- Determine if HRSP belongs in the Planning IPD's.
- Continue to monitor progress of records retention schedule.
- Gather feedback from users of the E-Doc box and work to make it better.

Topics for Next Meeting & Upcoming Meetings/Calls

- Next call October 8th at 0900 (PT)