



Incident and Position Standards Committee

Meeting Notes – June 10, 2020

	Topic	Action Item	Presenter	Notes	Action/Decision
1	Action Log & RFCs		Tommy Hayes / Michelle Woods	<ul style="list-style-type: none"> Accepted May 2020 CC Notes. Reviewed and updated Open Action Log items and RFCs in Trello. 	
2	PMS 310-1 Revision Process		Jesse Bender	<ul style="list-style-type: none"> NWCG Standards for Wildland Fire Position Qualifications, PMS 310-1 will be web-based only effective October 1st, 2020. Jesse will draft a message for the field to remind them that there will no longer be a pdf version. Will send to IPSC for review first. Updated the definition of the Work Capacity Test (WCT) in the NWCG Glossary. Will delete WCT definitions in all other glossaries and replace with a link to the NWCG Glossary. Revisions/edits/changes to PMS 310-1 need to be submitted by September 1st, 2020 to Jesse. A summary of changes for 2020 will be highlighted in the new web-based version. A summary of 2020 changes will be presented to the Executive Board in August after it is reviewed/approved by IPSC. 	
3	Subcommittee Updates		Deb Fleming Chris Buhrig Deb Fleming	IOSC <ul style="list-style-type: none"> RMC is still working on the mental health content for the IRPG. The Ops Section Chief Task Team met last week. Guidance was provided. Will observe during the fire season, then continue work in the fall. Andy Delmas is the POC. Close to completing IPDs. IPS <ul style="list-style-type: none"> All IPDs ready to be posted for review except for the Area Commander and IARR positions. Will work with NCSC on shifting stewardship of the IARR position over to them. Working with Billy Phillips on the Electronic Doc Box. Trying to determine whether IMTs should be using this platform or not. Reviewing a second S-445 online package and comparing with the NWCG Training Program draft. Need to acquire more members for the subcommittee. ILSC <ul style="list-style-type: none"> N/A. 	

			Shane Greer Jason Steinmetz	ICSC <ul style="list-style-type: none"> • All IPDs ready to be posted for review except for the Area Commander and Agency Resource Rep. • HRSP will stand up as a Unit under ICSC. • Working on AREP. Difficult to find a position description, often confused with IARR. Tabled until next meeting. • Understand they will be receiving stewardship of glossary terms from IPSC. PNB <ul style="list-style-type: none"> • Working a requested naming convention. 	
4	Update on Tasking to Develop Ops Section Chief Standards		Ben Oakleaf	<ul style="list-style-type: none"> • See above under IOSC Subcommittee Updates. 	
5	Update S-373 Curriculum	IPSC RFC 2020-03	Tommy Hayes	<ul style="list-style-type: none"> • IPSC members need to vet with respective agencies. Will seek a position from members at July meeting. 	
6	Required Experience (SRB) for the UASL Positions	IPSC RFC 2020-04	Tommy Hayes	<ul style="list-style-type: none"> • IPSC members need to vet with respective agencies. Will seek a position from members at July meeting. 	
7	Fire and COVID-19 Briefing	IPSC RFC 2020-05	Tommy Hayes	<ul style="list-style-type: none"> • Minor changes being made. Marlene will follow up with EMC this week. Will send out email for concurrence from IPSC members. 	
8	Public Information Officer Changes	IPSC RFC 2020-06	Tommy Hayes	<ul style="list-style-type: none"> • Mike E, Deb and Tommy will meet with Sean Collins and Candice Stevenson to discuss options regarding PIO3s and PIO4s. • Will discuss further at the July meeting. 	
9	PMS 210, Wildland Fire Incident Management Field Guide	2019-10	Jim Shultz	<ul style="list-style-type: none"> • IPSC-2020-09 memo sent to Committee Chairs. Requested best disposition for PMS 210 material by August 1st, 2020. 	
10	S130 Field Exercise Unit and the Work Capacity Test (WCT)		Ben Oakleaf	<ul style="list-style-type: none"> • Short Term – Language will be drafted for the S-130 page regarding recommendation of taking the WCT prior to the S-130 field day. Annie Benoit will draft verbiage and send to Ben. • State agencies will get feedback from their respective areas as to whether requiring WCT prior to the field day is feasible. • Long Term – Moving forward the update of S-110 will also alleviate the issue of blended verbiage. 	

11	NWCG Glossary Recommendations	2019-11	Deb Fleming & Mike Black	<ul style="list-style-type: none"> Recommended removal of glossary terms has been sent to the Data Standards Terminology Subcommittee. They will be sent out for review with a proposal of removal. Deb and Mike shared stewardship recommendations on terms that will shift within/under IPSC. IPSC members should provide any feedback they have on the terms provided by July 1, 2020. Once everyone is good with the proposed stewards, Deb and Mike will work with the subcommittees who are assuming stewardship. Once the transfers are completed, all IPSC and subcommittees will need to review their assigned terms for definition accuracy. 	
12	Round Robin / Wrap Up		All		

Next Conference Call**Date:** July 8, 2020**Time:** 0900 MST**Face-to-Face IPSC Meeting Schedule****Date:****Location:****Host:**

Meeting payment schedule rotates as follows:

- NPS
- States
- USFS
- BIA
- BLM
- FWS

IPSC Members	Y/N	Associates	Y/N
Tommy Hayes (Chair), BLM	Y	Deb Fleming, NWCG Coordinator, BLM	Y
Mike Black, (Vice Chair) BIA	Y	Brad Gibbs, Liaison, NIAC, BLM	N
Michelle Woods (Logistics), USFS	Y	Marley Marshall, Advisor, IQCS, BLM	N
Will Briggs, BLM	N	Patty Correia, Advisor, IQS, NASF	Y
Marlene Eno-Hendren, BLM	Y	Melissa Wegner, Associate, GATR, USFS	Y
Stew Richter, USFS	Y	Jason Steinmetz, Liaison, DOI, OEM	Y
Jim Shultz, USFS	Y	Jay Winfield, Advisor, National Training Center, USFS	N
Kevin Conn, FWS	N	Jeff Hughes, NWCG Training, BLM	Y
Mike Ellsworth, FWS	Y	Jeff Hice, FEMA	Y
VACANT, BIA		Ben Oakleaf, IOSC, BLM	N
VACANT, BIA		Chris Buhrig, IPSC Chair, USFS	Y
Miranda Stewart, NPS	Y	Chris Alford, ILSC Chair, NPS	Y
Mike Minton, NPS	Y	Shane Greer, ICSC Chair, USFSFS	Y
Jeff Soule, USFA	Y		
Dave Celino, NASF	Y		
Greg Smith, NASF	Y		
Norm McDonald, NASF	Y		
Craig Daugherty, IAFC	N		

Guests: Annie Benoit and Jesse Bender.