



Incident and Position Standards Committee

Meeting Notes – July 8, 2020

	Topic	Action Item	Presenter	Notes	Action/Decision
1	Action Log & RFCs		Tommy Hayes / Michelle Woods	<ul style="list-style-type: none"> Accepted June 2020 CC Notes. Reviewed and updated Open Action Log items and RFCs in Trello. 	
2	Subcommittee Updates		Deb Fleming Chris Buhrig Chris Alford Deb Fleming Jason Steinmetz	<p>IOSC</p> <ul style="list-style-type: none"> Will be forwarding the PMS 210 memo to IOSC for review/comment. Wondering about the sawyer RFC and if they need to comment on that (Stew will be sending it to them). <p>IPS</p> <ul style="list-style-type: none"> Working on IPDs. Planning Section Chief IPDs out for review. Preparing a TNSP tasking memo. Investigating a possible discrepancy between the Electronic Doc Box used by IMTs on fire and the master Documentation Index. Attending all Planning Section Chief Meetings for lessons learned regarding COVID-19. <p>ILSC</p> <ul style="list-style-type: none"> Working IPDs, 10 have been sent to subcommittee for review, 5 additional being worked on. A lot of good logistics information being shared reference how to provide logistical support in a COVID-19 environment. Security Manager currently reports to Facilities. May need to submit a request for change to have Security Managers report directly to the Logs Section Chief. <p>ICSC</p> <ul style="list-style-type: none"> Working on IPDs. May need to include IMT pre-season work into ICT2/1 IPDs. Accepted glossary terms from IPSC. Met with two Human Resource Specialists to discuss stewardship of this Unit under ICSC. Mission Objective has been drafted. <p>PNB</p> <ul style="list-style-type: none"> Approved two Requests for Change, COPA effective Oct 2020 and RXMG effective Jan 2021. 	

3	PMS 310-1 Revision Process		Mike Ellsworth	<ul style="list-style-type: none"> Develop a process to capture a summary of all changes annually in the new web-based version of PMS 310-1. Deb and Mike E. will work with Nancie & Jessie to show a mock-up of webpage at August meeting. A summary of 2020 changes will be presented to the Executive Board. 	
4	PMS 210, Wildland Fire Incident Management Field Guide Revision	2019-10	Jesse Bender & Jim Shultz	<ul style="list-style-type: none"> Will discuss at August meeting. 	
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 August 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 August meeting 	
7	Public Information Officer Changes	IPSC RFC 2020-06	Mike Ellsworth	<ul style="list-style-type: none"> Working with the PIOSC on their RFC. They will make a decision about whether to move forward with the PIOF to PIO3 proposal at their July meeting. 	
8	PMS 200, Type 2 Crew Standard	IPSC RFC 2020-07	Stew Richter	<ul style="list-style-type: none"> Will vet with the Ops subcommittee, GACCs and Hazard Tree and Tree Felling Subcommittee. Further discussion at August meeting. 	
9	S130 Field Exercise Unit and the Work Capacity Test (WCT)		Tommy Hayes	<ul style="list-style-type: none"> Language was drafted and S-130 webpage updated reference taking the WCT prior to the S-130 field day. State agencies will get feedback from their respective areas as to whether requiring WCT prior to the field day is feasible. Further discussion at August meeting. 	
10	Position Naming Board Decisions		Jason Steinmetz	<ul style="list-style-type: none"> See above under PNB subcommittee update. 	
11	NWCG Tasking Memo TM-19-002 & Proposed IPSC Substructure Changes		Deb Fleming	<ul style="list-style-type: none"> IPSC needs to determine how to align the S-520 and S-620 Steering Committees within their substructure. Proposed options include directly under IPSC or under ICSC. Additional work to be completed with Steering Committee Chairs reference the mission and objectives for S-520 & S-620. 	

				<ul style="list-style-type: none"> • IPSC members to review the IPSC Structure & Related Curriculum Subgroups document for comments/changes (verbiage in red font) and refine Mission & Objectives statements. • Deb will engage with Mike Minton, Jim Shultz, Shane Greer and the ICSC NIMO Rep. to gather further information on the alignment of these groups. • Will discuss further at August meeting. 	
12	Currency Path Forward		Deb Fleming	<ul style="list-style-type: none"> • Need to come up with criteria and a process to aid the position stewards in making these determinations consistently across all positions. IPSC to define a path forward for Currency at the fall virtual meeting. 	
13	NWCG Project Prioritization		Deb Fleming	<ul style="list-style-type: none"> • NWCG project priorities to be placed on the website and updated monthly. • POC will meet monthly with NWCG staff to help set project priorities from an agency perspective. • Review memo 9 in your handouts and provide input to Deb. 	
14	NWCG Training Program Update		Jeff Hughes	<ul style="list-style-type: none"> • S-110 analysis is underway and the request for SMEs is out. • S-190 online training will be updated in house. Will take approximately 7 months. • S-230 pre-analysis is underway to determine what needs to be updated. • S-420 is ready to be certified and will go to Exec Board for approval next week. 	
15	All Hazards Position Specific IMT Courses Offered by EMI		Jeff Hice	<ul style="list-style-type: none"> • EMI IMT analysis is complete with gaps identified. Now receiving design recommendations. Requested assistance with review of content. • Jeff will send email to Deb, Jeff H. and Tommy. Deb will work with other coordinators to send to committees and sub-committees. 	
16	Fall Face to Face or Virtual Meeting		Tommy Hayes	<ul style="list-style-type: none"> • Will send out Doodle Poll to determine which week in September/October for the virtual meeting. 	
17	Round Robin / Wrap Up		All		

Next Conference Call**Date:** August 12, 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	N
Marlene Eno-Hendren, BLM	Y	Melissa Wegner, Associate, GATR, USFS	N
Stew Richter, USFS	Y	Jason Steinmetz, Liaison, DOI, OEM	N
VACANT, USFS		Jay Winfield, Advisor, National Training Center, USFS	N
Mike Ellsworth, FWS	Y	Jeff Hughes, NWCG Training, BLM	Y
Miranda Stewart, NPS	Y	Jeff Hice, FEMA, EMI	Y
Mike Minton, NPS	N	Ben Oakleaf, IOSC, BLM	N
Jeff Soule, USFA	Y	Chris Buhrig, IPSC Chair, USFS	Y
Dave Celino, NASF	Y	Chris Alford, ILSC Chair, NPS	Y
Greg Smith, NASF	Y	Shane Greer, ICSC Chair, USFS	N
Norm McDonald, NASF	N		
Craig Daugherty, IAFC	N		

Guests: Annie Benoit