



Incident and Position Standards Committee

Meeting Notes – November 23 & 24, 2020

	Topic	Action Item	Presenter	Notes	Action/Decision
1	Action Log & RFCs		Jim Shultz / Michelle Woods	<ul style="list-style-type: none"> Accepted October 2020 CC Notes. Reviewed and updated Open Action Log items and RFCs in Trello. 	
2	Subcommittee Updates		Ben Oakleaf	IOSC <ul style="list-style-type: none"> PMS 210 Task Team is reviewing identified sections to integrate standards into existing or new NWCG publications. Risk Management Task Team has a draft of the additional Mental Health content for the IRPG. Will share with IPSC at the next meeting. Working on nine (9) changes for the IRPG. Need to appoint a new Subcommittee Chair, Vice Chair, agency members and an IPSC liaison. All IPDs are approved, and comments received have been adjudicated. 	
			Chris Buhrig	IPS <ul style="list-style-type: none"> Working on remaining IPDs. Should have drafts complete next week. SMEs identified for IPSC RFC 2020-10, Electronic Document Management Task Team. Have begun working the RFC. Incident Training Specialist Task Team has reviewed and updated materials. Will bring to IPSC for review and recommendations at January 2021 meeting. Need to appoint a new Subcommittee Chair and additional agency members. 	
			Chris Alford	ILSC <ul style="list-style-type: none"> Working on IPDs. Discussed logistics changes made during the 2020 wildland fire season to support in a COVID environment; dedicated Medical Unit Leader for COVID, used multiple Logistics Chiefs, need increased Facilities and Food Unit Leaders. 	
			Shane Greer	ICSC	

				<ul style="list-style-type: none"> Working last two IPDs, Agency Representative and Area Commander. The Incident Human Resource Specialist Unit is now under the stewardship of ICSC. 	
			Marley Marshall	PNB <ul style="list-style-type: none"> No new actions. 	
3	IPSC Mission & Objectives Overview		Jim Shultz	<ul style="list-style-type: none"> Jim reviewed the IPSC mission and objectives. Discussed their relevance and what changes need to occur. Will discuss further at January meeting. 	
4	Endorsement Tasking Update & Request for IPSC Representative	2020-08	Mike Mattfeldt	<ul style="list-style-type: none"> Mike provided an update to IPSC from NIMSIC on their most recent tasking from the NWCG Executive Board. Provided the FEMA definition of an endorsement. There are 42 shared positions with FEMA. Will endorse only wildland fire positions, not all hazard positions. Will start with Type 3 positions (SOF3 and PIO3). Discussed the NWCG endorsement evaluation process. Will annotate IPDs to reflect a completed endorsement analysis process. Completion date is 2021. Will require PMS 310-1 updates. Heath Cota will be the IPSC representative on the Task Team. 	
5	Change SOFR to SOF3	IPSC RFC 2020-11	Jim Shultz	<ul style="list-style-type: none"> RFC 2020-11 was accepted by IPSC. The IPSC representative is Greg Smith. Greg will inquire about the following: <ul style="list-style-type: none"> Will the Line Safety Officer position go away? Are IPD changes required? Is a new Qualification Sheet required? Are Task Book changes required? What is the potential Transition Plan and when will it be implemented? Will discuss further at January meeting. 	
6	ACLC Qualifications for Maintaining Currency	IPSC RFC 2020-12	Jim Shultz	<ul style="list-style-type: none"> RFC 2020-12 was accepted by IPSC. The IPSC representative is Heath Cota. Chris Alford will provide additional rational for the RFC. IPSC members will vet with respective agencies. Will seek a position from members at January meeting. 	
7	Historical PMS 310-1 Posting	IPSC RFC 2020-13	Jim Shultz	<ul style="list-style-type: none"> Position pages were recently revised to add the history by year and position. Agencies need additional information for audit purposes. Temporary fix is to reload PDFs for past 30 years. Need to determine how to display historical information for 2020 and beyond. Heath Cota is the POC. He will assist the Task Team. 	

				<ul style="list-style-type: none"> • Will revisit at January meeting. 	
8	PMS 210, Wildland Fire Incident Management Field Guide Revision	2019-10	Jesse Bender, Jim Shultz & Heath Cota	<ul style="list-style-type: none"> • Response from most Committee Chairs is to discontinue publication of PMS 210. • Memo will be sent to Committee Chairs notifying them of removal from PMS system and cache on July 1, 2021. • Committees will work with the NWCG Publications Manager to integrate standards currently found only in the PMS 210 into existing or new NWCG publications. • Tasking memo will be sent to IPSC subcommittees with completion date of July 1, 2021 (see tasking for updated dates). • IPSC subcommittees will also work with the NWCG Publications Manager to integrate their standards currently found only in the PMS 210 into existing or new NWCG publications. • Action item will remain open until July 1, 2021. 	
9	IPSC Internal Bylaws and Procedures (Business Processes)	2019-06c	Jim Shultz	<ul style="list-style-type: none"> • Reviewed and updated draft IPSC Internal Bylaws and Procedures. • Will post to SharePoint site (dependent upon NWCG Training allowing IPSC access) for IPSC review and recommendations for change. • Will revisit at January meeting. 	
10	Request to Change S-620 Area Command Course Objective and Revise Position Task Books	2020-06	Stew Richter, Jeff Hughes & Deb Fleming	<ul style="list-style-type: none"> • Engage with appropriate personnel to establish desired path forward. Deb will arrange a call. • Determine if S-520 and S-620 have separate Course Steering Committees (CSC) or a singular Committee. • Will share and discuss proposal at January meeting. • Will propose to Executive Board that IPSC assumes stewardship of CSCs. 	
11	Criteria for Position Currency	2020-05	Jim Shultz	<ul style="list-style-type: none"> • Jim reviewed a draft document with initial guidelines for determining position currency. Document will be placed on the SharePoint site. • IPSC will continue to work this open action item. • Will review further at January meeting. 	
12	Reorganization of Dispatch Positions	IPSC RFC 2020-15	Jim Shultz	<ul style="list-style-type: none"> • RFC 2020-15 was accepted by IPSC. The IPSC representative is Marlene Eno-Hendren. • Marlene will request a Transition Plan and Qualification Standards. 	

				<ul style="list-style-type: none"> Will discuss with NIACC and provide to NWCG Training for review. 	
13	NWCG Training Program Update		Jeff Hughes	<ul style="list-style-type: none"> Jeff provided an update of the NWCG Training Program. Highlighted the following topics: <ul style="list-style-type: none"> Training Development Committee Tasking, establishing training priorities for in-person and virtual courses. Draft Curriculum Management Plan, a five phased approach with checklists. Will provide draft document to IPSC for review. The Performance Support Analysis Tool. Course Catalog update with outside resources. Moving to a two-level process of course certification. Will provide draft document to IPSC for review. Differentiating between certification versus updating of courses. Future modularized courses. SharePoint feedback loop. Continuing education. 	
14	IPSC Mission & Objectives Review and Future Program of Work		Jim Shultz	<ul style="list-style-type: none"> Will continue this discussion at the January meeting. Considerations for how IPSC is or is not meeting mission objectives. Does IPSC mission overlap with Training Development Committee (TDC) Mission/Objectives? 	
12	Round Robin / Bin Items		All	<ul style="list-style-type: none"> December IPSC meeting is cancelled. Jim will work with Jeff to establish an IPSC SharePoint site. Heath Cota provided a TDC overview and update. Dave Celino provided an Incident Workforce Development Group overview and update. 	

Next Conference Call**Date:** January 13th, 2021**Time:** 0900 Hours MDT**Virtual 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
Jim Shultz (Chair), NPS	Y	Deb Fleming, NWCG Coordinator, BLM	Y
Mike Black, (Vice Chair) BIA	Y	Brad Gibbs, Liaison, NIAC, BLM	Y
Michelle Woods (Logistics), USFS	Y	Marley Marshall, Advisor, IQCS, BLM	Y
Will Briggs, BLM	Y	Patty Correia, Advisor, IQS, NASF	Y
Marlene Eno-Hendren, BLM	Y	Melissa Wegner, Associate, GATR, USFS	N
Stew Richter, USFS	N	Jason Steinmetz, Liaison, DOI, OEM	N
Heath Cota, USFS	Y	Jay Winfield, Advisor, National Training Centers, USFS	N
Kevin Conn, FWS	N	Jeff Hughes, NWCG Training, BLM	Y
Mike Ellsworth, FWS	Y	Sabra Arnold, FEMA, EMI	Y
Mike Minton, NPS	N	Ben Oakleaf, IOSC, BLM	Y
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	Y
Norm McDonald, NASF	N		
Craig Daugherty, IAFC	Y		

Guests: Mike Mattfeldt, Jesse Bender and Lori Glaeser.