



# Incident and Position Standards Committee

## Meeting Notes – January 13, 2021

	Topic	Action Item	Presenter	Notes	Action/Decision
1	Action Log & RFCs		Jim Shultz / Michelle Woods	<ul style="list-style-type: none"> <li>Accepted November 2020 CC Notes.</li> <li>Reviewed and updated Open Action Log items and RFCs in Trello.</li> <li>Introduced Dave Robinson, NPS, new IPSC primary member.</li> <li>Effective Monday, January 11th, Deb Fleming starts a detail as the Acting NWCG Program Manager.</li> </ul>	
2	Subcommittee Updates		Ben Oakleaf	<b>IOSC</b> <ul style="list-style-type: none"> <li>PMS 210 Task Team is reviewing identified sections to integrate standards into existing or new NWCG publications. Will complete by the end of February. Removal is targeted for July.</li> <li>Reviewing IRPG revisions. Target date for completion is June 1st. Mike Black will assist IOSC with the appropriate revision process.</li> <li>Started the Operations Section Chief standards development process.</li> <li>Patrick Morgan, FS, will take over as Chair next month. Have three new FS members and one new BIA member on the Subcommittee.</li> <li>Will discuss Subcommittee Chair rotation among agencies with members at next meeting.</li> </ul>	
			Chris Buhrig	<b>IPS</b> <ul style="list-style-type: none"> <li>Task Team working on IPSC RFC 2020-19, Electronic Document Management draft memo for IPSC review. Memo will provide guidance on document management for the upcoming fire season.</li> <li>Incident Training Specialist Task Team still reviewing and updating course materials.</li> <li>Need more agency members on Subcommittee. Lorri Benefield, FS, has expressed interest in participating as a member.</li> <li>Heather Gonzalez, FS, will take over as Chair in March.</li> <li>Dave Robinson is the new IPSC liaison to IPS.</li> </ul>	
			Chris Alford	<b>ILSC</b> <ul style="list-style-type: none"> <li>Completed IPDs.</li> </ul>	
			Shane Greer	<b>ICSC</b> <ul style="list-style-type: none"> <li>Working on a few remaining IPDs.</li> </ul>	

			Jason Steinmetz	<b>PNB</b> <ul style="list-style-type: none"> <li>Will rotate to a new Chair in March.</li> </ul>	
3	<b>Subcommittee Chair Rotation</b>		Jim Shultz	<ul style="list-style-type: none"> <li>Each subcommittee will identify their Chair Rotation process in their internal business rules.</li> <li>An appendix for each subcommittee will be added to the IPSC Internal Business Processes document.</li> </ul>	Subcommittees to populate appendices as needed. Jim to give Subcommittee Chairs access.
4	<b>Change SOFR to SOF3</b>	IPSC RFC 2020-11	Greg Smith	<ul style="list-style-type: none"> <li>IPSC RFC 2020-11 parallels IPSC RFC 2020-06, Public Information Officer Changes.</li> <li>Coordinate position changes with FEMA by March and get PMS 310-1 changes reviewed and approved by June 21.</li> <li>This RFC will be a good test subject for the NIMSIC Endorsement process for new positions.</li> <li>Greg will coordinate Action Plan with Mike Mattfeldt and Jason Steinmetz.</li> </ul>	
5	<b>ACLC Qualifications for Maintaining Currency</b>	IPSC RFC 2020-12	Heath Cota	<ul style="list-style-type: none"> <li>Received additional rational for the RFC from Chris Alford. The Logistics Section Chief Type 1 will maintain currency for Assistant Area Commander Logistics.</li> <li>Heath will notify the ILSC Chair to submit PMS 310-1 publication changes.</li> <li>Jim will draft response memo to RFC point of contact.</li> </ul>	IPSC approved this RFC.
6	<b>Historical PMS 310-1 Posting</b>	IPSC RFC 2020-13	Heath Cota	<ul style="list-style-type: none"> <li>Validated the need to have historical records for audit purposes on website.</li> <li>Heath will work with Task Team to determine how to display historical records.</li> </ul>	
7	<b>Firefighter Stress Management</b>	IPSC RFC 2020-16	Jim Shultz	<ul style="list-style-type: none"> <li>RFC was accepted by IPSC. The IPSC representative is Mike Black.</li> <li>Mike will work RFC with the IOSC.</li> </ul>	
8	<b>Remove Commissary Manager</b>	IPSC RFC 2020-17	Jim Shultz	<ul style="list-style-type: none"> <li>Need Transition Plan for implementation into PMS 310-1.</li> <li>Jim will draft response memo to RFC point of contact.</li> </ul>	IPSC accepted and approved this RFC.
9	<b>Criteria for Position Currency</b>	2020-05	Jim Shultz	<ul style="list-style-type: none"> <li>Jim will meet with Marlene to discuss path forward.</li> </ul>	
10	<b>S-520/S-620 Course Steering Committee Update</b>	2020-06	Deb Fleming, Jim Shultz, Stew Richter, Heath Cota & Mike Ellsworth	<ul style="list-style-type: none"> <li>The Task Team recommends that S-520/S-620 Steering Committee align under IPSC in short term.</li> <li>Deb will send the combined mission/objectives to IPSC for approval prior to moving the recommendation forward to Executive Board for approval.</li> <li>Will provide an update at the next meeting.</li> </ul>	

11	<b>Assignment of Trainees to Incident Positions</b>	NWCG Memo 18-2010	Jim Shultz & Deb Fleming	<ul style="list-style-type: none"> <li>• Determine if this information should be in PMS 310-1 front matter.</li> <li>• Is this part of the risk-based decision making process? Jim will reach out to the Risk Management Committee Chair to discuss.</li> <li>• Jim will draft tasking memo to subcommittees for review of positions that this would impact.</li> <li>• Will discuss further at February meeting, then report back to the Executive Board.</li> </ul>	
12	<b>Spring Virtual Meeting</b>		Jim Shultz	<ul style="list-style-type: none"> <li>• A Doodle Poll will be sent out to determine dates for a Spring Virtual Meeting.</li> </ul>	
13	<b>IPSC Mission &amp; Objectives Overview and Future Program of Work</b>		Jim Shultz	<ul style="list-style-type: none"> <li>• Will discuss further at the Spring Virtual Meeting.</li> </ul>	
14	<b>Round Robin / Wrap Up</b>		All		

**Next Conference Call****Date:** February 10th, 2021**Time:****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	N
Michelle Woods (Admin Support), USFS	Y	Marley Marshall, Advisor, IQCS, BLM	Y
Will Briggs, BLM	N	Patty Correia, Advisor, IQS, NASF	Y
Marlene Eno-Hendren, BLM	Y	Jason Steinmetz, Advisor, DOI, OEM, PNB	Y
Stew Richter, USFS	Y	Sabra Arnold, Advisor, FEMA, EMI	Y
Heath Cota, USFS	Y	Melissa Wegner, Liaison, GATR, USFS	Y
Kevin Conn, FWS	N	Jay Winfield, Liaison, National Training Centers, USFS	N
Mike Ellsworth, FWS	Y	Jeff Hughes, Liaison, NWCG Training, BLM	Y
Dave Robinson, NPS	Y	Ben Oakleaf, IOSC Chair, BLM	Y
Jeff Soule, USFA	N	Chris Buhrig, IPS Chair, USFS	Y
Dave Celino, NASF	Y	Chris Alford, ILSC Chair, NPS	N
Greg Smith, NASF	N	Shane Greer, ICSC Chair, USFS	N
Norm McDonald, NASF	Y		
Craig Daugherty, IAFC	Y		

**Guests:** Mike Mattfeldt and Annie Benoit.