



Incident and Position Standards Committee

Meeting Notes – April 6-7-8, 2021

	Topic	Action Item	Presenter	Notes	Action/Decision
1	Action Log & RFCs		Jim Shultz / Michelle Woods	<ul style="list-style-type: none"> Accepted March 2021 CC Notes. Reviewed and updated Open Action Log items and RFCs in Trello. 	
2	Subcommittee Updates		Patrick Morgan Heather Gonzalez Chris Alford Shane Greer Mike Black	IOSC <ul style="list-style-type: none"> IRPG went to NWCG Publications for formatting review, will take approximately six weeks to complete review of first draft. Operations Section Chief IPD standardization nearing completion. Will provide an update in May. Reviewing S-212 video, fuel geyser video is outdated. Approved other fuel geyser video to replace. Working on Subcommittee By Laws. IPS <ul style="list-style-type: none"> Task Team continues work on IPSC RFC 2020-10, Electronic Document Management. Two IPDs left to complete. Incident Training Specialist (S-445) Task Team still reviewing and updating course materials. Working on Subcommittee By Laws. ILSC <ul style="list-style-type: none"> Work continues on the Transition Plan for the Logs Section Chief. IPDs (19) are now approved. ICSC <ul style="list-style-type: none"> Finalizing remaining two IPDs. PNB <ul style="list-style-type: none"> Reviewed the update to the NWCG PNB website. This site will be connected to PMS 310-1 in the future. 	
3	NWCG Training Program Update		Jeff Hughes	<ul style="list-style-type: none"> TDC Tasking should conclude in May. The Standards Management Cycle (SMC) is being revised to reflect the current focus of managing IPDs and establishing standards. It will become the Incident Position Performance Cycle. Annual IPD review schedule is being developed. 	

				<ul style="list-style-type: none"> • IPDs are now 90% complete, 110 of 122. Eleven (11) are still in development and twenty seven (27) are under review. • Updating the 2021 RT-130, WFSTAR course. The course will also be available as virtual instructor led training. Eight (8) modules are complete, five (5) are due and seven (7) are in production. Will be available on the NWCG website and on the Wildland Fire Learning Portal (WFLP). • Two sections of the electronic PTBs will be made fillable this year as an interim fix. • National Fire Academy (NFA) has hosted 12 NWCG courses for structure firefighters. These courses were authored in Flash, which is no longer supported. NWCG contracted to have them de-flashed and reauthored in HTML. That project is complete and the HTML versions are posted at NFA and are being loaded into the WFLP. • S-130 and S-190 ILT versions are being translated into Spanish. S-190 OLT project underway. • Drafting a Position Management Plan (PMP) that will include the CMP as a focus for the future. The PMP will cover future modularized trainings and the CMP covers the current course catalogs. • Received a draft Executive Board Tasking to complete the Systems Improvement project. NWCG Training will contract out the update of curriculum for several positions, including STAM, Crew Boss and Med Unit Leader. This will serve as a test for future use and will bring increased capacity to NWCG Training. 	
4	Training Certification Level Change		Jeff Hughes & Jim Shultz	<ul style="list-style-type: none"> • Want to give committees the ability to update their Level 1 & II courses. Committees would update materials then NWCG Training would review and approve/disapprove, then to NWCG Executive Board for approval. • This process would provide more flexibility to update content quickly and get approval. • Will review this process with the TDC. 	
5	Wildland Fire Investigation Team Member (INTM)	IPSC RFC 2021-02	Jim Shultz	<ul style="list-style-type: none"> • The IPD and Task Book have been updated and are attached in Trello. Will need a Transition Plan. • The IPSC representative is Mike Black. • Will vet with agency representatives over the next month now that all documents have been received. 	IPSC accepted this RFC.
6	Create PIO3 & Add PIOT Position	IPSC RFC 2021-03	Jim Shultz	<ul style="list-style-type: none"> • The IPSC representative is Mike Ellsworth. • Mike will discuss further options with Candice Stevenson and work with PNB. 	IPSC accepted this RFC.

7	Establishment of a Standardized RPL Process for NWCG	2020-01	Dave Celino	<ul style="list-style-type: none"> • Dave provided an update of this tasking. Will add NWCG verbiage and a summary. This will be a standalone document. • Dave will consult with Jesse reference the PMS 310-1 front matter and the RPL document to ensure consistency. • Will send out draft document to IPSC for review by the May meeting with a 30 day review period. • Will vote for adoption at June IPSC meeting. 	
8	Assignment of Trainees to Incident Positions	NWCG Memo 018-	Jim Shultz	<ul style="list-style-type: none"> • IPSC recommended that the memo be archived. • Jim will draft a memo to the Executive Board. 	
9	New ICSC Liaison		Jim Shultz	<ul style="list-style-type: none"> • Norm McDonald is the new ICSC Liaison. 	
10	IPSC Internal Bylaws and Procedures (Business Processes)	2019-06C	Jim Shultz	<ul style="list-style-type: none"> • Reviewed and updated Business Processes document. Will continue to work on the document. • Discussed PMS 310-1, RFC and IRPG processes. Mike Black, Mike Ellsworth, Annie Benoit and Deb Fleming will review processes, update the NWCG website and Business Processes document. This will provide customer transparency. • Established a new IPSC PMS 310-1 Steward position that will rotate every two (2) years between agencies. The States will begin the rotation and provide a name at the May meeting. • Subcommittees will brief out at the May meeting the status of their Business Processes. • Jeff Soule will be the new IPSC Vice Chair in December 2021. 	
11	Leadership and Support for Complex Incident Management	FMB Memo 21-001	Dave Celino & Jesse Bender	<ul style="list-style-type: none"> • Jesse Bender provided a briefing on the Incident Workforce Development Groups (IWDGs) work on the current state of IMTs. The briefing can be seen at: https://storymaps.arcgis.com/stories/9d3aea07bbdb4e23a734ba3fcacc6217 • After significant discussion and analysis, the IWDG recommends adoption of a Complex Incident Management system which would result in one configuration of IMT for large, complex fires. • IPSC will receive a future tasking from NWCG for training, qualifications and standards. • Discussion on Type 3 positions and need for training to account for use of Type 3 positions in formal IMT configurations. Jim Shultz and Mike Ellsworth will draft a tasking to T3 position stewards to identify changes to PTBs/required training for T3 positions. 	

12	Break Out Briefing		Jim Shultz	<ul style="list-style-type: none"> N/A. 	
13	Continuing Education Programs		Jim Shultz & Dave Celino	<ul style="list-style-type: none"> Will discuss further at a later date. 	
14	Currency Path Forward	2020-05	Jim Shultz	<ul style="list-style-type: none"> Jim reviewed a draft Currency Path Forward document. The document when completed will provide clarity reference the determination and maintenance of currency. IPSC will review the document at the May meeting prior to sending to the NWCG Exec Board for approval. 	
15	PMS 310-1		Mike Black & Nancy Turner	<ul style="list-style-type: none"> Established a new IPSC PMS 310-1 Steward position that will rotate every two (2) years between agencies. The States will begin the rotation in October and provide a name at the May meeting. 	
16	EDG Presentation		Roshelle Pederson	<ul style="list-style-type: none"> Roshelle presented a briefing on the Enterprise Data Governance (EDG) data base. She provided an awareness of EDG and possible future use for IPSC. 	
17	FireNet Incident Standards Tasking	NWCG TM 21-001	Subcommittee Chairs	<ul style="list-style-type: none"> Subcommittee Chairs will send responses to Jim Shultz and Annie Benoit reference the NWCG FireNet Incident Standards Tasking. 	
18	IRPG Discussion		Jim Shultz	<ul style="list-style-type: none"> The draft 2022 IRPG has been sent to NWCG Publications for review of formatting. IPSC will review the document in May/June timeframe. Majority of changes occurred in the Fire Environment and Behavior sections. IRPG revision takes place every 3-5 years. Moving forward an annual review will take place. Great work was completed by Patrick Morgan, IOSC members and others on the update of the IRPG. Thank You. 	
19	Bin Items			<ul style="list-style-type: none"> Established Open Action Item 2021-05, Update RFC, IRPG & PMS 310-1 Processes in Trello. 	
20	Round Robin / Wrap Up		All		

Next Conference Call**Date:** May 12, 2021**Time:****In-Person 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	Annie Benoit, Acting 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	Y
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	Jeff Hughes, NWCG Training, BLM	Y
Heath Cota, USFS	Y	Sabra Arnold, FEMA, EMI	Y
Kevin Conn, FWS	N	Patrick Morgan, IOSC, USFS	Y
Mike Ellsworth, FWS	Y	Heather Gonzalez, IPS Chair, USFS	Y
Dave Robinson, NPS	Y	Chris Alford, ILSC Chair, NPS	Y
Jeff Soule, USFA	Y	Shane Greer, ICSC Chair, USFS	Y
Dave Celino, NASF	Y		
Greg Smith, NASF	Y		
Norm McDonald, NASF	Y		
Craig Daugherty, IAFC	Y		

Guests: Jesse Bender, Colby Jackson, Roshelle Pederson and Gabriella Branson