



# Incident and Position Standards Committee

## Meeting Notes – May 12, 2021

	Topic	Action Item	Presenter	Notes	Action/Decision
1	Action Log & RFCs		Jim Shultz / Michelle Woods	<ul style="list-style-type: none"> <li>Accepted April 2021 CC Notes.</li> <li>Reviewed and updated Open Action Log items and RFCs in Trello.</li> </ul>	
2	Subcommittee Updates		Patrick Morgan	<b>IOSC</b> <ul style="list-style-type: none"> <li>NWCG Publications completed formatting of draft IRPG. IPSC will review “IRPG Updates Summary” and provide feedback to Patrick by May 26th to get final version to publications in June. Presenting the summary of changes to the NWCG Executive Board is on the June Executive Board agenda. Patrick and/or Jim will present the summary on that call. Intent is to inform Executive Board.</li> <li>PMS 210 Task Team is working on comments to send to IOSC.</li> <li>Glossary terms are out for review by IOSC, will be completed by May 17th.</li> <li>Finalizing work on the Operations Section Chief IPD.</li> <li>Will complete business processes within the next month.</li> </ul>	
			Heather Gonzalez	<b>IPS</b> <ul style="list-style-type: none"> <li>Task Team nears completion of S-445, working 508 compliance.</li> <li>One IPD is under review. Assembling a team of SMEs to help redefine the DPRO IPD.</li> <li>Completing work on Electronic Document Management. Also working to standardize all IMT forms.</li> <li>Working on business processes.</li> </ul>	
			Chris Alford	<b>ILSC</b> <ul style="list-style-type: none"> <li>Working on Logs Section Chief qualifications.</li> <li>Discussing whether to propose changes on Security Manager.</li> <li>May revise Food Unit Leader exams.</li> </ul>	
			Shane Greer	<b>ICSC</b> <ul style="list-style-type: none"> <li>Need additional agency reps on subcommittee.</li> <li>Area Command IPD approved.</li> </ul>	

			Mike Black	<ul style="list-style-type: none"> <li>Working on business processes.</li> </ul>	
				<b>PNB</b> <ul style="list-style-type: none"> <li>Working a Lead Fire Investigator mnemonic.</li> <li>Jason Steinmetz is leaving OEM and moving to BIA as Director of Emergency Management. Need to discuss future PNB Chair.</li> <li>Business processes are complete.</li> </ul>	
3	<b>NWCG Training Program Update</b>		Jeff Hughes	<ul style="list-style-type: none"> <li>TDC Tasking is complete.</li> <li>FI-110 Level 2 certification will be signed this week.</li> <li>FI-310 alpha delivery in Wildland Fire Learning Portal (WFLP), certified this fall.</li> <li>RX-301 &amp; RX-341 virtual instructor led training (VILT) versions delivered via WFLP this week.</li> <li>S-371 &amp; S-372 working through NIAC to update test questions and pre-course work materials.</li> <li>S-390 alpha test in WFLP with revised content, certification TBD.</li> <li>S-490 revision underway, certification TBD.</li> <li>S-130 ILT is in field review status, will move to certification by the fall.</li> <li>S-130 &amp; S-190 ILT versions are being translated into Spanish.</li> <li>S-190 OLT project underway.</li> <li>NWCG Training is at 73% capacity. Will be hiring a new Instructional Designer soon, other positions after.</li> <li>GATRs are collecting courses with incorrect questions in tests. NWCG Training will update tests once received.</li> <li>Will brief NWCG Executive Board on Statement of Work for potential contractor involvement in developing standards and training related to individual IPDs.</li> </ul>	
4	<b>Reorganization of Dispatch Positions</b>	RFC 2020-15	Marlene Eno-Hendren	<ul style="list-style-type: none"> <li>A-104 training course has been deleted. All content is in A-204. A-104 will be removed from IADP and the A-204 course will remain required training for ACDP only.</li> <li>Marlene will get clarification on triennial training requirement.</li> <li>The final transition plan incorporating all edits is in Trello.</li> <li>Jim will draft IPSC approval memo.</li> </ul>	IPSC approved this RFC. Draft memo.
5	<b>Wildland Fire Investigation Team Member (INTM)</b>	RFC 2021-02	Mike Black	<ul style="list-style-type: none"> <li>Mike will acquire points of clarification reference INTL.</li> <li>Jim will draft IPSC approval memo that includes requesting a Transition Plan.</li> </ul>	IPSC approved this RFC. Draft memo.
6	<b>Establishment of a Standardized</b>	2020-01	Dave Celino	<ul style="list-style-type: none"> <li>Minor revisions left to be made.</li> </ul>	

	<b>RPL Process for NWCG</b>			<ul style="list-style-type: none"> <li>• Will send out draft document to IPSC next week for review by the June meeting.</li> <li>• IPSC members will vet with States and Agencies.</li> <li>• Will vote for adoption at June IPSC meeting.</li> </ul>	
7	<b>Currency Path Forward</b>	2020-05	Jim Shultz	<ul style="list-style-type: none"> <li>• Jim reviewed the draft currency matrix.</li> <li>• Ellsworth, Cota will assist in finalizing, will then share with ISSD training for input.</li> <li>• Send out to IPSC for review once completed.</li> <li>• IPSC members will vet with States and Agencies at that time.</li> <li>• After review and approval by IPSC will send matrix with a memo explaining how to use the matrix to NWCG committees.</li> <li>• Target October 1 completion.</li> </ul>	
8	<b>PMS 310 Steward</b>		Jim Shultz	<ul style="list-style-type: none"> <li>• Introduced Michael Froelich, NASF, IPSC associate. New PMS 310-1 Steward effective October 1st.</li> <li>• Action to set-up call added after meet, initiated by Froelich.</li> </ul>	
9	<b>PMS 310-1 and RFC Processes</b>	2021-05	Mike Black	<ul style="list-style-type: none"> <li>• Mike reviewed changes to PMS 310-1 and RFC processes.</li> <li>• IPSC will provide feedback to Mike by May 26th. If no feedback received the website will be updated.</li> </ul>	Shultz/Black will set-up initial transition call.
10	<b>2021 NIAC UASL Transition Plan</b>	RFC 2020-04	Mike Black	<ul style="list-style-type: none"> <li>• Mike provided background on the RFC.</li> <li>• UASL needs Single Resource Boss for qualification.</li> <li>• NIAC unanimously supported the Transition Plan.</li> <li>• IPSC members will vet with States and Agencies by May 26th.</li> <li>• Jim will draft IPSC approval memo that includes Transition Plan.</li> </ul>	IPSC approved this RFC. Draft memo.
11	<b>RTCM &amp; FWPT-A Courses</b>	RFC 2021-04	Mike Black	<ul style="list-style-type: none"> <li>• The Interagency Aviation Training Subcommittee (IAT) has removed two training courses (A-104 and A-116).</li> <li>• Jim will draft approval memo that includes Transition Plan.</li> <li>• IQCS will update these changes.</li> <li>• Official change to PMS 310-1 will be implemented on October 1st.</li> <li>• Jim will draft a memo to send to appropriate NWCG committees that addresses the immediate training course changes.</li> </ul>	IPSC approved this RFC. Draft memo.
12	<b>Round Robin / Wrap Up</b>		All		

**Next Conference Call****Date:** June 9th, 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	Michael Froelich, 310-1 Steward, NASF	Y
Michelle Woods (Support), USFS	Y	Brad Gibbs, Liaison, NIAC, BLM	N
Will Briggs, BLM	Y	Marley Marshall, Advisor, IQCS, BLM	Y
Marlene Eno-Hendren, BLM	Y	Patty Correia, Advisor, IQS, NASF	Y
Stew Richter, USFS	Y	Melissa Wegner, Associate, GATR, USFS	Y
Heath Cota, USFS	Y	Jeff Hughes, NWCG Training, BLM	Y
Mike Ellsworth, FWS	Y	Sabra Arnold, FEMA, EMI	Y
Dave Robinson, NPS	Y	Patrick Morgan, IOSC, USFS	Y
Jeff Soule, USFA	N	Heather Gonzalez, IPS Chair, USFS	Y
Dave Celino, NASF	N	Chris Alford, ILSC Chair, NPS	N
Greg Smith, NASF	Y	Shane Greer, ICSC Chair, USFS	Y
Norm McDonald, NASF	Y		
Craig Daugherty, IAFC	N		

**Guests:** Annie Benoit, Mark Skudlarek