



Incident and Position Standards Committee

Meeting Notes – October 25-27, 2022

	Topic	Action Item	Presenter	Notes	Action/Decision
1	Action Log & RFCs		Jim Shultz	<ul style="list-style-type: none"> Accepted September 2022 CC Notes. Reviewed and updated Open Action Log items and RFCs in Trello. 	
2	Subcommittee Updates		Reese Kerbow Dylan Rader Chris Alford Shane Greer Mike Black Todd Abel	IOSC <ul style="list-style-type: none"> No new current taskings. New chair rotation is upcoming in December. IPS <ul style="list-style-type: none"> Membership is still looking for representation from FWS and BIA. Dylan will remain in the chair position for another year. PMS277 was published in July as an approved publication. Need to continue to work with IMTs to fully adopt electronic documentation standards. Continuing to work with IMRR on the electronic Check-in and Demob process. Need clarification from PNB to show that the tasking is being assigned to IPS. Evaluating SITL & DOCL positions to ensure training requirements are adequate for the positions. Working with Firenet SOP group to get additional key positions added for incident named email accounts. ILSC <ul style="list-style-type: none"> No new updates. ICSC <ul style="list-style-type: none"> No new updates. PNB <ul style="list-style-type: none"> Approved six positions for Forest Service. <ul style="list-style-type: none"> WF Agency Administrators Type 1, Type 2 & Type 3. RX Agency Administrator Type1, Type 2 & Type 3. Approved Quality Assurance Technical Monitor position for DOI IPQG. Next meeting is in December. No new RFCs have been received. S-520/S-620 <ul style="list-style-type: none"> Todd Abel is the new committee chair. 	

3	PMS 310-1 Update		Michael Froelich	<ul style="list-style-type: none"> Transition plan for Claims Specialist & Comp for Injury Specialist will be addressed in the memo. On track for January 2023 implementation. PIOT & PIO3 is on track for January 2023 implementation. Michael will have 310-1 draft ready by Thanksgiving to ensure time to review before the holiday season. 	
4	NWCG Training Program Update		Annie Benoit	<ul style="list-style-type: none"> Advertising additional Instructional Design positions. BIA will re-fly the Training Specialist position. Two new positions, Assistant Training Development Manager and Systems Improvement Program Manager will advertise next month. Crew Boss draft package is expected back from contractor by the end of week. Testing will be at the Apprenticeship Academy at the end of January and will include 30 students. Weekly SME calls are occurring for MEDL. FAL3 has picked up again. SMEs are engaged and getting a training design in place. FAL1 will kick off in a couple weeks. FAL2 will be on hold until more movement occurs with FAL3 & FAL1. Fixed Wing Parking Tender will start in the next 3-4 weeks. RX-341/301 will be hosted in person the first week of December in the Great Basin. Revisiting RX-310 to ensure course is being taught as a mix of instructional lead and asynchronous versus completely asynchronous. Need to get S-490 material from subcommittee to put into template and get certified. S-390 beta version needs to be finalized. Planning to have S-490 & S-390 wrapped up by next Spring. AAR planned for the next generation PTB for November 1st. Working with contracting officer on the large contract effort. Request for bid will be out by this fall. Intend to have contract ready by next April/May. 	
5	Systems Improvement Update		Sarah Lee/Annie Benoit	<ul style="list-style-type: none"> Meets every two weeks to discuss action items. Current focus is on Performance and Training Modernization. <ul style="list-style-type: none"> 75 positions remaining to get through in the next 5 years. Will start from the bottom and work upwards in order to reduce redundancy. Looking at options to bring SME's in to focus solely on this project. Group discussed standards perspective and what is IPSC role versus NWCG Training role. 	

6	Update to S-271 Helicopter Crewmember Course Content	RFC 2202-06	Nic Strohmeyer	<ul style="list-style-type: none"> IPSC determined this not to be an IPSC tasking and recommends working with NWCG training on the course update portion of the RFC. Jim and/or Marlene can support on how to proceed forward with the HELR portion. 	
7	READ, REAF, ARCH, & Lead READ Positions	RFC 2022-04	Heath Cota	<ul style="list-style-type: none"> Reviewed the qualifications sheet by each position to identify follow up items Heath will take back to the group. <ul style="list-style-type: none"> READ – confirm intent of having RT130 included. REAF – confirm if the taskbook is done, is it 508 compliant and NWCG review is complete. ARCH - recommends using THSP instead of pushing qual forward. REAC – L-381 may be difficult to get into and federal agencies will need to vet if this is the appropriate target audience. I-800 & ICS-300 would need to be included due to being at the unit leader level. Likely not going to make the 310-1 for the January 2023 implementation. Annie Benoit will work on issue paper with Lynn Gassaway. 	
8	Task Force Leader Taskbook Changes	RFC 2022-05	Joe Sean Kennedy/Heath Cota	<ul style="list-style-type: none"> Continues to be on hold. 	
9	ATGS to Maintain Currency for ICT3		Shane Greer	<ul style="list-style-type: none"> Pushed to the November meeting for a vote. 	
10	COMT & INCM Training Requirement Change	RFC 2022-07	Jim Shultz	<ul style="list-style-type: none"> IPSC accepted RFC. Assigned to Joe Sean and Heath. IPSC members are to vet and be prepared for a vote at the November meeting. 	
11	310-1 COML Required Positions Change	RFC 2022-08	Jim Shultz	<ul style="list-style-type: none"> IPSC accepted RFC. Assigned to Joe Sean and Heath. IPSC members are to vet and be prepared for a vote at the November meeting. 	
12	USFA Update		Jeff Soule	<ul style="list-style-type: none"> USFA will no longer support the All-Hazard IMT program due to a reorganization and lack of resources. Will continue to support the O-305 course and train the trainer. Jeff will be leaving IPSC, and a new vice chair will need to be assigned. Unsure at this time if USFA will identify another IPSC rep. 	

13	Workgroup Set-up & Priority of Work		Jim Shultz	<ul style="list-style-type: none"> Reviewed CIM tasking memo through November 2022 to identify what additional items still need to be completed to meet deadline. Set up what the three workgroups will focus on during the breakout of groups. 	
14	IPSC & IWDG Joint Discussion	2021-08	Jim Shultz/Sarah Lee/Jesse Bender	<ul style="list-style-type: none"> Jim reviewed the CIM tasking through Oct 1, 2022, and what the IPSC workgroups will focus on. Sarah Lee reviewed the RCA tasking with the intent from the Executive Board. Group is to update the current option and come up with additional option for 2023. Executive Board will conduct AAR next fall to review the analytics of which option was used by units. Qualifications & Taskbooks <ul style="list-style-type: none"> All Hazard IMTs not removing Type 1 & 2. NWCG should not remove Type 1 & 2 qualifications at this time but evaluate shutting the pathway down to these qualifications and just offer CIM taskbooks. Additional tasks included in the CIM taskbooks revolved around the strategic risk assessment. Taskbooks were provided to NIMO for review and edits. IPSC will review edited package. Will need further evaluation with FEMA to see what kind of CIM positions can be added. Noted the importance of communicating the right language around the transition to CIM teams. 	
15	S-420 for T3 CG Workgroup	2021-08	Mike Ellsworth/Richard Sexton	<ul style="list-style-type: none"> Goal is to look at how the training is laid out in order to set people up for success and future resources have a solid basis of C&G training available. Group compiled three levels of options, Short term, Midterm and Long term. Assumptions the group worked with included: <ul style="list-style-type: none"> IMTs are moving to CIM. There will be no Type 1 or 2. There are only a certain number of tools in the toolbox. Looking at NWCG wildland fire only. S-420 & S-520 courses are going to need modifications. Will need alignment with the O-305 & S-420 courses. S-520 is the advanced IMT training needed for CIM. Would need basic IMT training before opening a taskbook. Short term <ul style="list-style-type: none"> Looks at 2023 only. In order for a Type 3 or Unit level resource to move to CIM they would need to take either L-481, S-420 or O-305. 	

				<p>Complete I-400 and the CIM taskbook. Then complete S-520 or complete the field evaluation.</p> <ul style="list-style-type: none"> ○ Don't anticipate a lot of movement to CIM in the short term as it was recognized that most course deliveries and nominations are set for 2023 and either people are slotted for the training or already have it. ● Midterm <ul style="list-style-type: none"> ○ Looks at 2024 through 2026. ○ Type 3 level - to gain a CIM qualification a resource would need to take either L-481, S-420 or O-305, complete the CIM taskbook and complete S-520. ○ Unit leader - to gain a CIM qualification a resource would need to take either L-481, S-420 or O-305, complete I-400, complete the CIM taskbook and complete S-520. ○ Discussed the idea of a CIM Mentorship program, with the concept around basic IMT training being done in the field with an IMT. Additional details need to be worked through in order to pilot in the Midterm. ● Long term <ul style="list-style-type: none"> ○ Looks at 2027 and beyond. ○ Basic and advanced IMT training would be identified and developed for CIM. ○ For a resource to gain CIM qualification, they would need have basic IMT training prior to opening a CIM taskbook, complete taskbook and complete advanced IMT training. ● Mike Ellsworth will present the three concepts at the November Executive Board meeting and draft qualification sheets by the December meeting. 	
16	RCA Form Workgroup	2021-08	Marlene Eno-Hendren	<ul style="list-style-type: none"> ● Erin Noonan from the WFDSS group gave a presentation on the status of the application and previous research on the Relative Risk Assessment. ● Workgroup developed two RCA options and the committee decided to present only Option 1 to the Executive Board. ● For Option 1, each functional area complexity was evaluated in more detail and there is a new section in Indicators of Incident complexity for Complex Incident Complexity Indicators. ● IPSC members will review the RCA, specifically the language within each functional area and provide feedback to Marlene by November 4th. 	
17	CIM Field Eval Workgroup	2021-08	Jim Shultz	<ul style="list-style-type: none"> ● Assumptions the group worked with include: <ul style="list-style-type: none"> ○ CIMT taskbooks will be adopted. 	

				<ul style="list-style-type: none"> ○ In January 2023, Type 2 qualifications pathways will be removed in the PMS 310-1. ○ In January 2024, Type 1 qualifications pathways will be removed in the PMS 310-1. For 2023, the Type 1 qualifications pathways will remain open. ● Mike Ellsworth, Mike Black and Michael Froelich will work on the qualification sheet for the 310-1 change. ● Utilized the PNWCG 2022 memo as an example for field evaluation guidance in 2023. Updates include: <ul style="list-style-type: none"> ○ CIM field evaluation will be initiated at the home unit and include a signature block. ○ Additional parameters to complexity of incident where a field evaluation can occur. ○ Geographic areas will have a single point of contact to initiate the field evaluation. For example, Coordinator Group or GATR. ○ Increase communication between IC, Coordinating Group, Training Specialist and Trainee when closing out the field evaluation. ○ Geographic areas will identify appropriate evaluators to complete field evaluations. 	
18	Continuing Education		Jim Shultz	<ul style="list-style-type: none"> ● Pushed discussion to a future meeting. 	
19	S-520 Discussion		Jim Shultz/ Todd Abel	<ul style="list-style-type: none"> ● Reviewed the 2016 memo to ensure still valid. <ul style="list-style-type: none"> ○ IPSC may recommend the Executive Board rescind the 2016 memo & attachment, then utilize the criteria identified in the course objectives as the way to evaluate if a student successfully completes the course. ○ Todd Abel and Stewart Richter will draft briefing document to address what the course is now from a development and delivery standpoint and to clearly identify the criteria under the course objectives. ○ Need to check with CIMC steering committee to ensure alignment. ● Stewart reviewed what the S-520 student selection process is from NAFRI. Chris Buhrig will explain the GATR prioritization process piece of student selections at the November IPSC meeting. 	
	Bin Items		All	<ul style="list-style-type: none"> ● Currency Matrix: Pushed to next year. ● 310-1 Updates: RFC will need to be submitted to address the timing of when 310-1 updates occur and a deadline for when RCF 	

				<p>packages are submitted in order to have implemented by the next calendar year January publication.</p> <ul style="list-style-type: none"> • FMC RX Qualifications: Recommended to have IPSC tie in with fuels group to identify any unforeseen consequences with proposed qualification changes. • IPSC Vice Chair: Marlene will confirm Jeff's status on IPSC. Per the business roles the next vice chair will be NPS. Topic will be on the November meeting agenda. • H-337 Course: Possible course to meet standard for the Type 3 CIM tasking. Need to analyze for equivalency. • Branches: Pass to subcommittees for evaluation. 	
	<p>Round Robin/Wrap Up</p>			<ul style="list-style-type: none"> • Patty Correia: Working on a patch for IQS. • SabraRenee Arnold: EMI moving to be called National Emergency Management College. Will not be a degree awarding institution but will bring back certification programs. Received a lot of feedback of CISM-180, will meet with NICC to see if any adjustments are needed. • Mike Ellsworth: Leadership committee updated L-381 curriculum with a target to be in place by end of the year. Going through L-280 to update to be more current. Will discuss L-580 this winter to validate if it's still on track and will look at the potential to create more events to assist with CIM transition. • Marlene Eno-Hendren: BLM will be advertising a Fire Management Specialist/Workforce Development position. • Craig Daugherty: Will be working with Aaron Lowe on a transition to replace Craig on IPSC. • Mike Black: Is one of two SMEs for the BIA in regard to the new 0456 Wildland Fire Series. • Brent Ruggles: Is available for any help as needed. • Heath Cota: Will be acting Forest Service rep for the Executive Board. Filling several positions including an Admin Support and 1-year NTE Training Specialist. Building a Job Corp career path training for fuels skills. Fuels academy recruiting cohort number two. WFAP added an 8th session. Nathan Lancaster is detailed into the Veterans & Women in Fire position. Working to build vet crews in R8 & R1. • Joe Sean Kennedy: Developing an RFC to have 310-1 look similar to the Fed Supplement. 	

Next Conference Call**Date:** November 9, 2022**Time:****Face to Face/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	Sarah Lee, NWCG Coordinator, BLM	Y
Jeff Soule (Vice Chair) USFA	Y	Michael Froelich, 310-1 Steward, NASF	Y
Monica Ramirez (Support), USFS	Y	Marley Marshall, Advisor, IQCS, BLM	Y
Will Briggs, BLM	N	Brent Ruggles, Advisor, DOI, OEM	Y
Marlene Eno-Hendren, BLM	Y	Patty Correia, Advisor, IQS, NASF	Y
Joe Sean Kennedy, USFS	Y	Russ Flick, Advisor, FEMA, EMI	N
Heath Cota, USFS	Y	Chris Buhrig, Associate, GATR, USFS	Y
Mike Ellsworth, FWS	Y	Annie Benoit, NWCG Training, BLM	Y
Mike Black, BIA	Y	Reese Kerbow, IOSC, USFS	Y
Dave Robinson, NPS	N	Dylan Rader, IPS Chair, USFS	Y
Dave Celino, NASF (Eastern)	Y	Chris Alford, ILSC Chair, NPS	N
Greg Smith, NASF (Southern)	N	Shane Greer, ICSC Chair, USFS	Y
Sarah Saarloos, NASF (Western)	Y	Todd Abel, S-520/S-620 Committee Chair	Y
Craig Daugherty, IAFC	Y		

Guests: SabraRenee Arnold, Colby Jackson, Richard Sexton, Mike Minton, Sean Slamon, Stewart Richter, Rich Lester, Erin Noonan, Edward Fransted, Nic Strohmeier, IWDG Committee (Jesse Bender)