



# Incident and Position Standards Committee

## Meeting Notes – November 9, 2022

	Topic	Action Item	Presenter	Notes	Action/Decision
1	Action Log & RFCs		Marlene Eno-Hendren/ Monica Ramirez	<ul style="list-style-type: none"> <li>Accepted October 2022 CC Notes.</li> <li>Reviewed and updated Open Action Log items and RFCs in Trello.</li> </ul>	
2	Subcommittee Updates		Reese Kerbow	<b>IOSC</b> <ul style="list-style-type: none"> <li>No new updates.</li> </ul>	
			Marlene Eno-Hendren	<b>IPS</b> <ul style="list-style-type: none"> <li>Will meet in December to determine recommendation for the SITL &amp; DOCL task team memo.</li> <li>As part of eDoc box requirements, continues to meet with DOI records specialist to provide inputs for updates to the DOI records retention schedule.</li> <li>Will focus on electronic records management requirements for Type 3/4/5 fires based on the National Archives and Records Administration not excepting paper records after this year.</li> <li>National check in task group is meeting weekly to determine changes and updates needed for the national check in process.</li> </ul>	
			Chris Alford	<b>ILSC</b> <ul style="list-style-type: none"> <li>Working on the transition plan for both RFCs and additional documentation that was requested from the October meeting.</li> <li>Working on an additional RFC related to equipment manager to add S-130 &amp; S-190 as a requirement.</li> <li>Next meeting will elect new chair and vice chair to start in January.</li> </ul>	
			Shane Greer	<b>ICSC</b> <ul style="list-style-type: none"> <li>Addressing pathway to get ICT3 to CIM IC.</li> <li>Committee chair will rotate in January.</li> </ul>	
			Mike Black	<b>PNB</b> <ul style="list-style-type: none"> <li>No new RFCs received.</li> <li>Next quarterly meeting will be in December.</li> </ul>	
			Todd Abel	<b>S-520/S-620</b> <ul style="list-style-type: none"> <li>CIMC steering committee intends to be at the January S-520 training to ensure courses are mirroring each other.</li> </ul>	

				<ul style="list-style-type: none"> <li>Inquired about the possibility of the Executive Board rescinding the 2016 memo prior to the December course. Marlene will research this and reach out to Todd.</li> </ul>	
3	<b>PMS 310-1 Update</b>		Mike Black	<ul style="list-style-type: none"> <li>No new taskings received. Next meeting will be in December.</li> <li>Michael Froelich, Mike Black, Mike Ellsworth, Marley Marshall &amp; Patty Correia will meet in a few weeks to work through the 310-1 updates for CIM components.</li> </ul>	
4	<b>NWCG Training Program Update</b>		Annie Benoit	<ul style="list-style-type: none"> <li>Systems Improvement Program Manager will be advertised soon.</li> <li>Request for information for the large contract will be out by next week.</li> <li>Compiling the actionable items that was received from the next generation position task book after action review and will report out at the December meeting.</li> </ul>	
5	<b>ATGS to Maintain Currency for ICT3</b>	RFC 2022-09	Shane Greer	<ul style="list-style-type: none"> <li>IPSC accepted change.</li> <li>Marlene will prepare a response memo.</li> </ul>	IPSC approved the RFC.
6	<b>COMT &amp; INCM Training Requirement Change</b>	RFC 2022-07	Marlene Eno-Hendren	<ul style="list-style-type: none"> <li>Marlene and Annie will work with the Ops subcommittee to sort through the S-130 requirement for students to participate in the field day.</li> <li>Marlene will coordinate a vote through email from the committee once the S-130 field day requirements is determined.</li> </ul>	
7	<b>310-1 COML Required Positions Change</b>	RFC 2022-08	Marlene Eno-Hendren	<ul style="list-style-type: none"> <li>IPSC accepted change.</li> <li>Marlene will prepare a response memo.</li> </ul>	IPSC approved the RFC.
8	<b>CIM Tasking Update</b>		Marlene Eno-Hendren	<ul style="list-style-type: none"> <li>Marlene reviewed the November deliverables document to the Executive Board that includes: <ul style="list-style-type: none"> <li>Updated field evaluation guidance</li> <li>Methodology for transitioning the remaining Type 2 C&amp;G positions for CIM C&amp;G</li> <li>RCA – functional complexity</li> <li>Approve draft CIM position task books, IPDs and qualifications page</li> <li>Approve proposal for future pathway for Type 3 C&amp;G and unit leader positions</li> <li>Coordination with NIMSC</li> </ul> </li> </ul>	
9	<b>IPSC Vice Chair</b>		Marlene Eno-Hendren	<ul style="list-style-type: none"> <li>Marlene updated the bylaws to separate out the chair and vice chair rotation schedule.</li> <li>Mike Ellsworth will fill the vice chair position.</li> </ul>	

				<ul style="list-style-type: none"> <li>With USFA no longer on the committee the number for a quorum changed from 5 to 4.</li> </ul>	
10	<b>Liaisons to ICSC, IPS, S-520</b>		Marlene Eno-Hendren	<ul style="list-style-type: none"> <li>Liaisons were assigned to the following subcommittee's <ul style="list-style-type: none"> <li>ICSC – Sarah Saarloos</li> <li>IPS – Dave Robinson</li> <li>S-520 – Joe Sean Kennedy</li> </ul> </li> </ul>	
11	<b>GACC Prioritization for S-520</b>		Chris Buhrig	<ul style="list-style-type: none"> <li>NAFRI sends the GATRs the nominations to compile with any additional supplemental forms to then send to the coordinating group to prioritize.</li> <li>GATRs will then send the list back to NAFRI and await selections.</li> </ul>	
12	<b>April In-Person Meeting</b>		Marlene Eno-Hendren	<ul style="list-style-type: none"> <li>Spring in person meeting to take place April 4-6, 2023, in Boise.</li> <li>BIA will be responsible for payment.</li> </ul>	
	<b>Bin Items</b>		All	<ul style="list-style-type: none"> <li>N/A</li> </ul>	
	<b>Round Robin/Wrap Up</b>			<ul style="list-style-type: none"> <li>SabraRenee Arnold – In contact with NICC on reengagement with CIM.</li> <li>Chris Buhrig – GATR meeting is next week.</li> <li>Patty Correia – Continuing to work on a patch for IQS. Requested Sarah Saarloos as the Western States Rep, make contact with the California local government qualifications manager to keep apprised of CIM changes.</li> <li>Joe Sean Kennedy – Heath Cota will serve as the interim Executive Board Forest Service representative.</li> <li>Marlene Eno-Hendren – BLM is doing an engine operator refresh with a full rewrite for 2024.</li> <li>Aaron Lowe – Getting up to speed to be ready to replace Craig next spring.</li> </ul>	

**Next Conference Call****Date:** December 14, 2022**Time:****Face to Face/Virtual IPSC Meeting Schedule****Date:****Location:****Host:**

Meeting payment schedule rotates as follows:

- NPS
- States
- USFS
- BIA
- BLM
- FWS

<b>IPSC Members</b>	<b>Y/N</b>	<b>Associates</b>	<b>Y/N</b>
<b>Marlene Eno-Hendren (Chair), BLM</b>	Y	Sarah Lee, NWCG Coordinator, BLM	N
<b>Mike Ellsworth (Vice Chair) FWS</b>	N	Michael Froelich, 310-1 Steward, NASF	N
<b>Monica Ramirez (Support), USFS</b>	Y	Marley Marshall, Advisor, IQCS, BLM	N
<b>Will Briggs, BLM</b>	N	Brent Ruggles, Advisor, DOI, OEM	N
<b>Joe Sean Kennedy, USFS</b>	Y	Patty Correia, Advisor, IQS, NASF	Y
<b>Heath Cota, USFS</b>	N	Russ Flick, Advisor, FEMA, EMI	N
<b>Mike Black, BIA</b>	Y	Chris Buhrig, Associate, GATR, USFS	Y
<b>Dave Robinson, NPS</b>	N	Annie Benoit, NWCG Training, BLM	Y
<b>Travis Dotson, NPS</b>	N	Reese Kerbow, IOSC, USFS	N
<b>Dave Celino, NASF (Eastern)</b>	N	Dylan Rader, IPS Chair, USFS	N
<b>Greg Smith, NASF (Southern)</b>	N	Chris Alford, ILSC Chair, NPS	Y
<b>Sarah Saarloos, NASF (Western)</b>	Y	Shane Greer, ICSC Chair, USFS	Y
<b>Craig Daugherty, IAFC</b>	Y	Todd Abel, S-520/S-620 Committee Chair	Y

**Guests:** SabraRenee Arnold, Amy Skraba, Aaron Lowe