



Incident and Position Standards Committee

Meeting Notes – April 4 - 6, 2023

	Topic	Action Item	Presenter	Notes	Action/Decision
1	Action Log & RFCs		Marlene Eno-Hendren/ Monica Ramirez	<ul style="list-style-type: none"> Accepted March 2023 CC Notes. Reviewed and updated Open Action Log items and Requests for Change (RFCs) in Trello. 	
2	Subcommittee Updates		Keith Mitchell Dylan Rader	IOSC <ul style="list-style-type: none"> No updates. IPS <ul style="list-style-type: none"> Electronic Check In has been a priority project with coordination between tasking group, IMRR Plans Group, IT, and FireNet. Project is currently on hold until a new IT lead is assigned. Evaluating Situation Unit Leader (SITL) & Documentation Unit Leader (DOCL) incident position descriptions (IPDs) to determine changes needed for either position and/or training requirements. Requesting four additional positions to Shared Inbox and Approved Positional Account requests through FireNet SOP Group. IPS reviewed and provided input to IPSC and Status Check In (SCKN) Position Taskbooks (PTBs). Updated ICS-221 Demobilization Form to begin development of electronic option. Coordinated with FireNet for the addition of a second MS Voice line as part of standard incident account set ups. IPS supports RFC for changing the DMOB prerequisite qualification change to SCKN. IPS roster is represented by all agencies except the National Park Service (NPS). 	
			Travis Bailey	ILSC <ul style="list-style-type: none"> No updates. 	
			Shane Greer	ICSC <ul style="list-style-type: none"> Committee will meet April 19th. Will discuss the Type 3 IC path forward to CIM 	
			Mike Black	PNB <ul style="list-style-type: none"> Mike Black will meet with incoming chair, Gina Papke, to close out existing RFCs. 	

			Todd Abel	S-520/S-620 <ul style="list-style-type: none"> • Announcements are out for the November & December S-520 delivery. • A GATR representative has been added to the steering committee. • Continuing to coordinate with CIMC group to ensure alignment of training. • Two S-520 & two CIMC committee members will be assigned to the new IMT Training Tasking steering committee. 	
3	IMT Training Tasking	NWCG TM 23-001	Sarah Lee/Marlene Eno-Hendren	<ul style="list-style-type: none"> • Lengthy discussion occurred regarding the name of the steering committee, steering committee composition and items to include in the charter. • By June, decision needs to be made with who will be a part of the steering committee. Charter and tasking will be completed to have ready for work to start in September. • Executive Board will be vetting recommended primary members prior to the final decision of the steering committee members. • Charter <ul style="list-style-type: none"> ○ Quarterly updates will be provided to the Executive Board. ○ Basic courses need to be offered at local/state level. Advanced will be offered at geographic level. ○ Heath will help Marlene build the draft. Draft will be completed by May IPSC meeting. ○ Discussion occurred around the appropriate level of guiding principles to put into the charter. IPSC considered providing overarching guidance and intent, then meet with the steering committee to provide more detailed discussion with items to include into the charter. 	IPSC supports steering committee name as, IMT Course Steering Committee
4	Executive Board & NMAC – CIM Futuring		Jeff Arnberger	<ul style="list-style-type: none"> • Jeff Arnberger presented overarching roles and responsibilities for all the groups involved in CIM. <ul style="list-style-type: none"> ○ Incident Workforce Development Group (IWDG) was created as the oversight group to CIM, with Fire Management Board (FMB), National Multi Agency Coordinating Group (NMAC) and National Wildfire Coordinating Group (NWCG) all contributing components with the transition to CIM. • Addressed taskings that have been completed, recently issued, and upcoming for committees. 	
5	Operations Branch Director - IOSC	2023-01	Keith Mitchell	<ul style="list-style-type: none"> • Keith Mitchell reviewed the three options that IOSC submitted to IPSC, with option 2 being the preferred option as it allows for more pathways and options for utilizing Branches. • USFS presented two additional options after vetting through the agency. 	

				<ul style="list-style-type: none"> Lengthy discussion occurred around the details of all the options, training requirements, desired utilization of Branches, timeline for decision, and further vetting needs. IOSC & ICSC will assess all options and deliberate between the two subcommittees and submit the top 3 options to IPSC at the May meeting. 	
6	Service & Support Branch Director - ILSC	2023-02	Travis Bailey	<ul style="list-style-type: none"> Analysis showed both Service & Support Branch positions are underutilized on incidents. Both positions are not considered a steppingstone or progression into another position. Additionally, data showed it is an unsustainable model for how division of efforts are currently set up under logistics. If additional support is needed a deputy Logistics Section Chief is ordered instead. ILSC recommends removing Service & Support Branch positions. 	IPSC supports removing both Service & Support Branch positions.
7	Reverse COML Required Experience in RFC 2022-08	RFC 2023-05	Travis Bailey	<ul style="list-style-type: none"> After RFC 2022-08 was accepted by IPSC and updated to the PMS 310-1 in January, abundant feedback was received from the communications community with concerns with the change. ILSC reviewed feedback and further analyzed the required experience needed for a Communications Unit Leader (COML). ILSCs recommendation is to reverse the change back to the prerequisite of requiring Communications Technician (COMT) and Incident Communications Center Manager (INCM). This would require agencies to address those individuals that opened COML taskbooks after the change. Travis Bailey will draft a statement for consistency of messaging around the reversal of the required experience and send to Marlene for distribution. 	IPSC supports the reversal of COML required experience.
8	FireNet DMOB Voice Line		Sarah Lee	<ul style="list-style-type: none"> IPSC is the steward for all FireNet approvals. A MS Voice Line is currently being utilized by the Public Information Officers (PIO) unit on incidents. This allows for a consistent, local number being attached for the length of the incident that can easily be transitioned by teams. A request was submitted for the DMOB/Resources unit to have the ability to request a MS Voice Line on incidents as needed. This option would be available to teams starting this summer. FireNet is currently building a training video for set up and utilization of the MS Voice Line. Moving forward, any FireNet requests will be sent to ILSC to manage and will report updates to IPSC. 	IPSC supports a MS Voice Line for DMOB/Resources unit.
9	FEMA IS-0995		Jeff Hice	<ul style="list-style-type: none"> Jeff Hice presented background on the FEMA IS-0995 course development and the need for course updates. 	

				<ul style="list-style-type: none"> ○ IS-0995 took all the common information that was presented in each position specific course and built a foundations course that will be a prerequisite for any position specific course. ○ Training is a 16-hour self-paced online course. An entrance exam is required prior to the online guided course, with a final exam to conclude. ● Next steps for FEMA are to update current position specific courses, train the trainer, Planning P videos and new course development. 	
10	NWCG Program Update		Annie Benoit	<ul style="list-style-type: none"> ● Provided staffing updates. ● Curriculum issue papers have been signed. RX300 will take effect October 1, 2023. Removal of FFT2 requirement to attend S-212 is complete. ● D-110 is out for review. Any feedback is due by April 14th. Will then move towards certification. ● Current projects include S-290, S-390, S-490, and FI-110. ● Displayed NWCG presentation on the overview and status updates with Systems Improvement, Incident Performance & Training Modernization (IPTM), and positions currently underway. ● Currently reviewing bids for the IPTM contract, will be conducting interviews with the intent to have contract awarded by mid-May. 	
11	PMS 310-1 Page Update with Fed Supplement Info	RFC 2023-01	Joe Sean Kennedy	<ul style="list-style-type: none"> ● RFC is requesting a ribbon be included in the PMS 310-1, at the bottom of the qualification page to add any additional agency supplement information that may be required of the position. ● Discussion occurred regarding the appearance in PMS 310-1, appropriate support needed from NWCG, the extent of agencies this would be needed for, and alternative options. ● Task group will work on options for displaying the information. Sarah Lee will coordinate with NWCG Publications and Web for drafting mockups. 	IPSC accepted RFC.
12	Business Practices – Rotations & Stewards		Marlene Eno-Hendren	<ul style="list-style-type: none"> ● Proposed changes to the IPSC Business Practices included, <ul style="list-style-type: none"> ○ Chair rotation to rotate on even years, after the Fall in person meeting. Expectation of current chair would be to mentor incoming chair through the end of the current calendar year. ○ Vice-chair to rotate on odd years, after the Fall in person meeting. ○ PMS 310-1 Steward to move under the vice-chair responsibility. ○ RFC process for assigning IPSC member leads. Proposed to leave as is or a combined approach to include, 1. If RFC 	IPSC supports the chair and vice-chair rotation schedule.

				<p>comes from an agency, the agency rep is the lead. 2. If RFC comes from a committee, the liaison is the lead. 3. Any other RFC, a lead would be assigned on a rotating basis.</p> <ul style="list-style-type: none"> • Will add the IPSC liaison to each subcommittee. • Will discuss further at the May meeting. 	
13	PMS 310-1 Update		Michael Froelich	<ul style="list-style-type: none"> • Anticipating light changes for the upcoming year. • Next in line will include the logistics Service and Support Branch, COML reversal and Safety Officer Field positions. • Gathering documentation regarding READ, REAF, ARCH & Lead READ positions. • Waiting to hear Executive Board decision in June regarding Type 1 position pathway being removed or not. 	
14	PMS 310-1 Submission End Date		Michael Froelich	<ul style="list-style-type: none"> • Proposed to set October 31st as the submission end date for all documentation submitted to make the following PMS 310-1 January update. • This will allow the appropriate time to compile packages. • IPSC will vote at the May meeting. 	
15	SOFF – Safety Officer Field	RFC 2022-10	Russ Babiak	<ul style="list-style-type: none"> • PNB is processing RFC for creating the SOFF identifier. • IPSC will vet through respective agencies. Feedback due by April 14th. • Russ Babiak will draft a transition plan statement. 	
16	Potential Incident Strategic Alignment Process (ISAP) Tasking		Sarah Lee	<ul style="list-style-type: none"> • Incident Strategic Alignment Process (ISAP) was developed by NIMO in place of the Strategic Risk Assessment. • An ISAP story map is available for additional information. https://storymaps.arcgis.com/stories/7e0b757bc6a4480cad008218d6448212 • It is being taught at S-520, CIMC, and other NWCG courses. Currently not an interagency standard. • Executive Board drafting a tasking that would include looking at ISAP to make it an interagency standard. Executive Board still discussing which committee will take the lead on tasking. 	
17	CIM Deliverables & FAQs	2021-08	Marlene Eno-Hendren	<ul style="list-style-type: none"> • Marlene reviewed the May deliverables and drafted response. Will email out to IPSC for feedback prior to the May 1st deadline. • Frequently Asked Questions (FAQs) <ul style="list-style-type: none"> ○ All FAQs will be hosted on the IWDG website. ○ IPSC reviewed and edited three FAQs to be posted on the website. ○ Marlene will send out an email regarding FAQs and where they are located. 	

18	RFC Safety Zone Calculations	RFC 2023-04	Marlene Eno-Hendren	<ul style="list-style-type: none"> • Marlene met with Dan Jimenez, Risk Management Committee (RMC) and Fire Environment Committee (FENC). A coordinated effort will occur between the committees to ensure common messaging. • Lengthy discussion occurred if this the appropriate standard and where best to host the information. • RMC & FENC support this being the standard. • IPSC will vet further through respective agencies. 	
19	Training & Qualifications Requirement Non-NWCG Entities	2020-02	Marlene Eno-Hendren	<ul style="list-style-type: none"> • IPSC reviewed and edited document for final updates. 	
20	Prescribed Fire Practitioner		Pat Harty	<ul style="list-style-type: none"> • Pat Harty presented background on the Prescribed Fire Practitioner pathway. • Fuels Management Committee (FMC) is the lead committee looking at the pathway proposal. • Discussion occurred around the proposed positions and items to consider if/when this comes to IPSC from FMC. 	
21	DMOB Prerequisite Change	RFC 2023-02	David Celino	<ul style="list-style-type: none"> • With many teams utilizing SCKNs to perform DMOB tasks, the request is to change the prerequisite qualification for DMOB from Resource Unit Leader to SCKN. • Dave Celino met with Matt Jones and Eastern Area Training Working Team to discuss RFC further. • IPS discussed RFC and felt it will increase speed to competency in a much-needed position that supports virtually and in person technical administrative support. • Russ Babiak will be the IPSC liaison. 	IPSC accepted RFC.
22	WFSTAR		Steve Gaskill	<ul style="list-style-type: none"> • Steve Gaskill presented background on the history of WFSTAR. • Detailers are brought in through the winter to assist with building content and responding to product ideas. • Content is delivered on the website throughout the year. Ability to sign up for newsletter for updates. • IPSC discussed replacing IOSC as the steward for WFSTAR. • IPSC will discuss a WFSTAR advisory group in May. 	IPSC supports being the steward for WFSTAR.
	Bin Items		All	<ul style="list-style-type: none"> • Should Liaison and Air Operations be considered and treated as every other Command & General Staff position. 	No determination at this time.

**Round
Robin/Wrap
Up**

- Dave Celino – State Fire Meeting is in June in New Jersey. Discussed the State Forester meeting being annual instead of bi-annual. Invited a NWCG member to attend meetings.
- Brent Ruggles – DOI Incident Position Qualifications Guide it out for review. H-337 (which gives ICS-300 and ICS-400 equivalency) course is being offered in May and open to any agency.
- Mike Black – BIA will be advertising apprentice positions soon. Engine Operator course continues. Priority of work includes GS-0456 position descriptions roll out.
- Marley Marshall – IQCS 2.0 is officially kicking off.
- Heath Cota & Joe Sean Kennedy – Working to get organizational chart signed with all new positions. Will be filling the WFSTAR position. NAFRI Director position is open. Will have a detailer to assist with IQCS application. USFS working on transition plan for Type 2 trainees getting issued CIM taskbooks. Continued efforts for the Prescribed Fire Training Center (PFTC) expansion. USFS evaluating Fort Collins as a potential location for a new national training center.
- Amy Skraba – In prime training season. GATR chair will rotate from Chris Buhrig to Amy in May.
- Marlene Eno-Hendren – BLM will likely be hosting Equipment Inspector (EQPI) Training next Spring.
- Monica Ramirez – BLM responsible for the Fall in person meeting. Will send out a poll with proposed dates.

Next Conference Call**Date:** May 10, 2023**Time:** 0900 MST**Face to Face/Virtual IPSC Meeting Schedule****Date:** TBD**Location:** TBD**Host:** BLM

Meeting payment schedule rotates as follows:

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

IPSC Members	Y/N	Associates	Y/N
Marlene Eno-Hendren (Chair), BLM	Y	Sarah Lee, NWCG Coordinator, BLM	Y
Mike Ellsworth (Vice Chair) FWS	N	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
Joe Sean Kennedy, USFS	Y	Patty Correia, Advisor, IQS, NASF	Y
Heath Cota, USFS	Y	Russ Flick, Advisor, FEMA, EMI	N
Mike Black, BIA	Y	Chris Buhrig, Liaison, GATR, USFS	Y
Russ Babiak, NPS	Y	Steve Griffin, Liaison, NIMSIC, USFS	Y
Dave Celino, NASF (Eastern)	Y	Annie Benoit, Liaison, NWCG Training, BLM	Y
Greg Smith, NASF (Southern)	Y	Keith Mitchell, IOSC, USFS	Y
Sarah Saarloos, NASF (Western)	Y	Dylan Rader, IPS Chair, USFS	N
Craig Daugherty, IAFC	Y	Travis Bailey, ILSC Chair, NPS	Y
Aaron Lowe, IAFC	N	Shane Greer, ICSC Chair, USFS	Y
		Todd Abel, S-520/S-620 Committee Chair	Y

Guests: SabraRenee Arnold, Kristen Miller, Sara Sink, Amy Skraba, Jeff Hice, Susan Zahn, Pat Harty