



# Incident and Position Standards Committee

## Meeting Notes – May 10, 2023

	Topic	Action Item	Presenter	Notes	Action/Decision
1	<b>Action Log &amp; RFCs</b>		Marlene Eno-Hendren/ Monica Ramirez	<ul style="list-style-type: none"> <li>Accepted April 2023 CC Notes.</li> <li>Reviewed and updated Open Action Log items and Requests for Change (RFCs) in Trello.</li> </ul>	
2	<b>Subcommittee Updates</b>		Keith Mitchell	<b>IOSC</b> <ul style="list-style-type: none"> <li>Discussed Operations Branch Director options.</li> <li>Will be sending out email regarding updates to the IRPG for the 2025 release.</li> <li>IOSC will not meet regularly again until October.</li> </ul>	
			Dylan Rader	<b>IPS</b> <ul style="list-style-type: none"> <li>Continue to receive inputs on the PMS 277.</li> <li>Provided input for the next version of eISuite.</li> <li>Check In group is standing back up as a new IT support has been assigned.</li> </ul>	
			Travis Bailey	<b>ILSC</b> <ul style="list-style-type: none"> <li>Hosting virtual session of the Interagency National Logistics Workshop.</li> <li>ILSC will be exploring the idea of turning Security Managers into Security Unit Leaders.</li> </ul>	
			Shane Greer	<b>ICSC</b> <ul style="list-style-type: none"> <li>Committee did not meet in April.</li> </ul>	
			Gina Papke	<b>PNB</b> <ul style="list-style-type: none"> <li>All requests from the last quarter have been approved.</li> <li>No new requests received.</li> </ul>	
			Todd Abel	<b>S-520/S-620</b> <ul style="list-style-type: none"> <li>A large number of nominations were received for S-520.</li> <li>Committee looking at ways to expand teams and/or coordinate with CIMC sessions to accommodate the number of nominations.</li> </ul>	
3	<b>PMS 310-1 Update</b>		Michael Froelich	<ul style="list-style-type: none"> <li>Working on Service &amp; Support Branch Director, Safety Officer Field, READ, REAF, and Lead READ positions.</li> <li>Reversal of COML required experience has been updated on the website.</li> </ul>	

4	<b>NWCG Training Program Update</b>		Sarah Lee	<ul style="list-style-type: none"> <li>• Staffing updates <ul style="list-style-type: none"> <li>○ Supervisory Instructional System Designer position has been filled.</li> <li>○ Four Training Specialist positions will be out soon.</li> <li>○ NWCG Coordinator detailer, Carmen Thomason has started behind Tim Blake.</li> </ul> </li> <li>• IPTM evaluation of bids are complete and going through legal review.</li> <li>• Provided Planning and Analysis Phase Steps overview for the initial positions being updated.</li> <li>• IPTM webpage is now live and can be found within the NWCG website.</li> <li>• Looking into the potential of getting S-130 Spanish online and IMT basic and advanced courses included into the large contract.</li> <li>• Continue to track the students that went through the CRWB &amp; RXB2 new performance training and next generation position task books.</li> </ul>	
5	<b>CIM Tasking Update</b>	2021-08	Marlene Eno-Hendren	<ul style="list-style-type: none"> <li>• IPSC members will submit agency vetted names for the new IMT Course Steering Committee to Marlene by June 7<sup>th</sup>. IPSC will review package at the June meeting prior to submitting to the Executive Board.</li> <li>• Sarah Lee comprised all IPSC deliverables to the Executive Board and put into the CIM Reference of Decisions document.</li> <li>• Marlene and Heath will work on the IMT Course Steering Committee charter.</li> <li>• Executive Board will be setting up a task group with NIMO and additional interagency representatives to work on an Incident Strategic Alignment Process (IASP) standard and trainings and will then vet through the Risk Management Committee (RMC) and IPSC.</li> <li>• IPSC members will continue to vet the Logistics Service and Support Branch positions through respective agencies.</li> <li>• Executive Board will hold off on the Type 1 pathway decision for an additional year in order to evaluate how CIM works through this year. Will reevaluate the pathway and have decision in June 2024.</li> </ul>	
6	<b>Operation Branch Director - IOSC</b>	2023-01	Keith Mitchell	<ul style="list-style-type: none"> <li>• IOSC evaluated the Operations Branch Director qualification and pathway options returned to committee after the April IPSC meeting. Span of control, required training and flexibility with transition to CIM were considerations in the evaluation.</li> </ul>	

				<ul style="list-style-type: none"> <li>• IOSC returned Option 2 as having the majority overall support, along with Option 5 having Forest Service support and Option 6, which would get rid of the position all together.</li> <li>• Keith will write up summary of the proposed options and send to IPSC.</li> <li>• IPSC will discuss OPBD options at the June meeting.</li> </ul>	
7	<b>IPSC Business Practices</b>		Marlene Eno-Hendren	<ul style="list-style-type: none"> <li>• Reviewed the Chair and Vice Chair rotation schedule with the addition of the mentoring component. Additionally reviewed the three options for assigning an IPSC liaison to new RFCs.</li> <li>• Discussed the PMS 310-1 Steward role. Options presented for consideration include, <ul style="list-style-type: none"> <li>○ Vice chair will hold the responsibility and rotate every two years.</li> <li>○ Steward continues to be held by an assigned individual with the Vice chair having an oversight and coordination role. Steward rotation would be on a five-year cycle due to the time to learn the duties and responsibilities and mentoring of incoming individual. IPSC will be responsible for finding the next steward.</li> </ul> </li> <li>• Marlene will draft a statement for IPSC to review and will discuss further at the June meeting.</li> </ul>	
8	<b>NASF IPSC Chair</b>		Greg Smith, Dave Celino, Sarah Saarloos	<ul style="list-style-type: none"> <li>• NASF evaluated the capacity for serving as the next IPSC chair.</li> <li>• Discussion occurred around options including, deferring rotation to the next in line, USFS, or bringing in a NASF individual to IPSC now to learn the committee business rules and responsibilities in time for the next scheduled rotation.</li> <li>• NASF will explore individuals within their agency as potential options to serve as chair and will write a proposal for how NASF may fulfill the chair responsibility.</li> <li>• IPSC will discuss further at the June meeting.</li> </ul>	
9	<b>PMS 310-1 Submission Date</b>		Michael Froelich	<ul style="list-style-type: none"> <li>• Proposed submission timeline for the PMS 310-1 January update is September 1<sup>st</sup> for complete documentation package sent to the steward, with the final vote for support at the October IPSC meeting.</li> <li>• Michael Froelich will write up submission timeline description and send to Marlene.</li> </ul>	IPSC supports the submission timeline.
10	<b>WFSTAR</b>		Marlene Eno-Hendren	<ul style="list-style-type: none"> <li>• IPSC took over as the advisory group to WFSTAR. Marlene will be setting up a meeting with Steven Gaskill to discuss the status of WFSTAR processes.</li> <li>• Will discuss further at the June meeting.</li> </ul>	

11	<b>Fall IPSC Meeting</b>		Marlene Eno-Hendren	<ul style="list-style-type: none"> <li>• October 24 – 26, 2023 is set as the Fall in person meeting.</li> <li>• BLM is next in line to host; however, NASF has volunteered to host. Location to be determined.</li> <li>• Will discuss further at the June meeting.</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>• Marlene Eno-Hendren – Larae Guillory will replace Will Briggs as the second BLM representative on IPSC.</li> <li>• SabraRenee Arnold – Moving forward with setting up the contract on revamping 14 FEMA courses.</li> <li>• Craig Daugherty – Will be staying on IPSC as the IAFC representative for the time being.</li> <li>• Greg Smith – CIMC session will be held in October 2023 in Vancouver, WA. The South will hold an additional session in February 2024. CIMC Chair will rotate in October.</li> <li>• Amy Skraba – GATR Chair rotated this month from Chris Buhrig to Amy.</li> </ul>	

**Next Conference Call****Date:** June 14, 2023**Time:** 0900 MST**Face to Face/Virtual IPSC Meeting Schedule****Date:** October 24 - 26, 2023**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
Larae Guillory, BLM	N	Brent Ruggles, Advisor, DOI, OEM	N
Joe Sean Kennedy, USFS	N	Patty Correia, Advisor, IQS, NASF	Y
Heath Cota, USFS	Y	Russ Flick, Advisor, FEMA, EMI	N
Mike Black, BIA	N	Steve Griffin, Liaison, NIMSIC, USFS	Y
Russ Babiak, NPS	N	Amy Skraba, Liaison, GATR, BLM	Y
Dave Celino, NASF (Eastern)	Y	Annie Benoit, Liaison, NWCG Training, BLM	N
Greg Smith, NASF (Southern)	Y	Keith Mitchell, IOSC, USFS	Y
Sarah Saarloos, NASF (Western)	Y	Dylan Rader, IPS Chair, USFS	Y
Craig Daugherty, IAFC	Y	Travis Bailey, ILSC Chair, NPS	Y
Aaron Lowe, IAFC	N	Shane Greer, ICSC Chair, USFS	Y
		Gina Papke, PNB Chair, USFS	Y
		Todd Abel, S-520/S-620 Committee Chair	N

**Guests:** SabraRenee Arnold, Sara Sink