



Incident and Position Standards Committee

Meeting Notes – June 14, 2023

	Topic	Action Item	Presenter	Notes	Action/Decision
1	Action Log & RFCs		Marlene Eno-Hendren/ Monica Ramirez	<ul style="list-style-type: none"> Accepted May 2023 CC Notes. Reviewed and updated Open Action Log items and Requests for Change (RFCs) in Trello. 	
2	Subcommittee Updates		Keith Mitchell	IOSC <ul style="list-style-type: none"> Will convene a meeting to review the updates to the S-130 online training and Crew Boss (CRWB) position. Continue to work with Patrick Morgan to get request for Incident Response Pocket Guide (IRPG) updates out. 	
			Dylan Rader	IPS <ul style="list-style-type: none"> Had the kick-off meeting with NWCG Training for the Status Check-In position. Working to assign subject matter experts (SMEs) for the group. Continue to work with the eISuite group. 	
			Travis Bailey	ILSC <ul style="list-style-type: none"> No pending taskings. 	
			Shane Greer	ICSC <ul style="list-style-type: none"> No updates this month. 	
			Gina Papke	PNB <ul style="list-style-type: none"> No new requests received. 	
			Todd Abel	S-520/S-620 <ul style="list-style-type: none"> Team selections for the November & December S-520 deliveries have been made. Two additional teams have been added to each delivery to accommodate the high number of nominations. Provided the two names of the individuals that will support the IMT Course Steering Committee. 	
3	PMS 310-1 Update		Michael Froelich	<ul style="list-style-type: none"> No updates this month. 	
4	NWCG Training Program Update		Annie Benoit	<ul style="list-style-type: none"> Staffing updates <ul style="list-style-type: none"> Toni Suminski started in the IPTM Project Manager position this week. Four Training Specialist positions have been advertised and except referral list soon. 	

				<ul style="list-style-type: none"> ○ US Forest Service AV Specialist is open. ○ Instructional Design position will be out soon. • Completed the statement of work for the basic and advanced IMT courses, that will be added to the IPTM contract. Building of the basic course is slated to start this Fall. • Received the online version of FI-110 from the Fire Investigation Subcommittee and are working with Training Delivery Committee (TDC) for approval of an issue paper. • Incorporating edits from the test course to the CRWB position, with the intent to be ready to certify in July. • Anticipate an RFC to come to IPSC from the Risk Management Committee (RMC), to add training to the FAL1 and FAL2 positions. • Medical Unit Leader test course is slated for mid-July. • Annie shared the Position Training Update kick-off timeline. In the process of selecting SMEs for the next five positions in order to have in place prior to kick-off dates. 	
5	Type 1 Qualification Pathway		Marlene Eno-Hendren	<ul style="list-style-type: none"> • Discussion occurred regarding if the field evaluation met the S-520 training requirement intent for Type 1 trainees. • There is not a consensus of support from all agencies at this time. • Marlene and Mike Ellsworth will research further and determine if matter needs to be addressed with the Executive Board. 	
6	Operation Branch Director - IOSC	2023-01	Keith Mitchell	<ul style="list-style-type: none"> • IOSC provided IPSC a briefing paper with the three proposed options for the Operations Branch Director qualification pathway. • IPSC members will vet the three options further with their respective agencies and report back to IPSC at the July meeting. 	
7	IMT Course Steering Committee	2023-03	Marlene Eno-Hendren	<ul style="list-style-type: none"> • Version 3 of the charter is out for review. Any additional edits need to be sent to Marlene prior to June 23rd. • Shared the current steering committee member recommendations. Marlene needs the remaining members as soon as possible. • Will explore hosting a kick-off meeting this month. • IPSC liaison will be determined after all steering committee members have been assigned. 	
8	IPSC Business Practices		Marlene Eno-Hendren	<ul style="list-style-type: none"> • Reviewed the rotation for assigning liaisons. • PMS 310-1 Steward language is updated to reflect the proposed five-year rotation. Reexamined if the vice chair is the appropriate position to serve as the steward. Will revisit next month before final determination is made. • Mike Black proposed including the list of liaisons who serve for each of the subcommittees. 	

				<ul style="list-style-type: none"> Will discuss the potential of a liaison rotation schedule at the Fall in-person meeting. 	
9	NASF IPSC Chair		Sarah Saarloos	<ul style="list-style-type: none"> Needs additional time to seek out potential candidates to serve in the chair role. 	
10	Glossary Term for Review		Marlene Eno-Hendren	<ul style="list-style-type: none"> IPSC reviewed the Incident Complex Business Rules glossary term. Glossary term pertains to the data standards. 	IPSC supports glossary term.
11	Fall IPSC Meeting		Marlene Eno-Hendren	<ul style="list-style-type: none"> NASF has volunteered to host the Fall meeting with Frankfort, Kentucky as the location. Fall meeting is October 24th - 26th. BLM will be next in line to host. 	IPSC supports NASF hosting and location.
	Bin Items		All	<ul style="list-style-type: none"> N/A 	
	Round Robin/Wrap Up			<ul style="list-style-type: none"> SabraRenee Arnold – Moving forward with the multi-project contract, with kick-off meeting to occur in August and design meeting in September. Will reach out to the agencies for interest in SMEs involvement. Joe Sean Kennedy – Heath Cota is currently detailed into an Assistant Director position. Expect an outreach for Heath's position to be out in the next few weeks. Joe Sean shared the US Forest Service support of CIM letter with IPSC members. Brent Ruggles (via email) - Incident Position Qualification Guide has been published. There is an extensive summary of changes as it had not been updated in a while and is already working on a list for the next round of changes. IQCS has been about 90% updated to reflect these changes. Owes Marley Marshall a couple of items to clarify a few control table items to get it to 100%. https://www.doi.gov/sites/doi.gov/files/508-compliant-incident-position-qualification-guide-june-2023.pdf 	

Next Conference Call**Date:** July 12, 2023**Time:** 0900 MST**Face to Face/Virtual IPSC Meeting Schedule****Date:** October 24 - 26, 2023**Location:** Frankfort, KY**Host:** States

Meeting payment schedule rotates as follows:

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

IPSC Members	Y/N	Associates	Y/N
Marlene Eno-Hendren (Chair), BLM	Y	Sarah Lee, NWCG Coordinator, BLM	N
Mike Ellsworth (Vice Chair) FWS	Y	Michael Froelich, 310-1 Steward, NASF	N
Monica Ramirez (Support), USFS	Y	Marley Marshall, Advisor, IQCS, BLM	N
Larae Guillory, BLM	Y	Brent Ruggles, Advisor, DOI, OEM	N
Joe Sean Kennedy, USFS	Y	Patty Correia, Advisor, IQS, NASF	Y
Heath Cota, USFS	N	Russ Flick, Advisor, FEMA, EMI	N
Mike Black, BIA	Y	Steve Griffin, Liaison, NIMSIC, USFS	N
Russ Babiak, NPS	Y	Amy Skraba, Liaison, GATR, BLM	Y
Dave Celino, NASF (Eastern)	N	Annie Benoit, Liaison, NWCG Training, BLM	Y
Greg Smith, NASF (Southern)	N	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	Y

Guests: SabraRenee Arnold, Mark Skudlarek