



Incident and Position Standards Committee

Meeting Notes – September 13, 2023

	Topic	Action Item	Presenter	Notes	Action/Decision
1	Action Log & RFCs		Mike Ellsworth/ Monica Ramirez	- Accepted July 2023 CC Notes. - Reviewed and updated Open Action Log items and Requests for Change (RFCs) in Trello.	
2	Subcommittee Updates		Keith Mitchell	IOSC - Will resume IOSC meetings in October. - IRPG is out for review, comments for updates due by October 31st. - Pushed SMEs meetings for FFT1 & ENGB out until March 2024.	
			Dylan Rader	IPS - Will meet in person in September for the Status Check-in IPTM effort. - Provided inputs for NMAC tasking assigned by IWDG. - Coordination with the E-ISuite group continues. - Will revisit Electronic Documentation this winter for needed updates. - Subcommittee is looking to add a NPS and State Forrester representative to the membership	
			Travis Bailey	ILSC Continues to evaluate Security Manager to Security Unit Leader potential.	
			Shane Greer	ICSC Working with ICAC group to put together a transition survey. Anticipate having results by next meeting to share	
			Marley Marshall	PNB Quarterly meeting coming up.	
			Sarah Lee	S-520/S-620 - Preparing for upcoming November and December deliveries. - Looking for additional support for the simulation and coaching. - Committee has extended from 6 to 8 teams per session.	
3	PMS 310-1 Update		Michael Froelich	- Archiving the SUBD and SVBD positions. - Needs the transition plan for the SOFF position in order to complete package for January update.	

4	NWCG Training Program Update		Annie Benoit	- Staffing updates - Hired the US Forest Service Audio Visual position. - Joe Schindel will be the manager of WFSTAR. - Three vacancies remaining in the Audio Visual department. - Next generation PTB is on track with feedback complete by November or December IPSC meeting. - RX-300 is delayed for release and will miss the January PMS 310-1 update. - RX-301/341 will remain available for 6 months after RX-300 is made available. - CRWB & S-230 is back to the Operations Subcommittee for review soon. - S-290 blended course is slated for May/June 2024 completion. - FI-110 online version has completed user testing. Currently making edits from feedback received. - Coming up for the IPTM effort includes SCKN, FIRB, FELB, ABRO, EDRC and EDSD.	
5	X-520, NWCG CIM Field Eval Form		Mike Ellsworth	- Mike Ellsworth reviewed the issue paper for creating a X-520 course to allow for recording the NWCG Field Evaluation Form in IQCS and IQS. Course would allow for a separation of record of the Field Evaluation and S-520 course. - Implementation slotted for January 2024. - Michael Froelich will update the PMS 310-1 to include X-520 language. - Communication will be added to this year's NWCG CIM MEMO.	IPSC supports the creation of X-520 course.
6	Development of 3 Chainsaw Instructor Course	RFC 2023-06	Mike Black	- Mike Black presented IPSC with background and status of RFC. - Discussion occurred around the delay in course development, timing on when to push to PMS 310-1, and how best to move forward. - IPSC supports the effort of the Hazard Tree Subcommittee continuing to convert S-212 to a 3-tiered course system. As well as a transition plan created upon certification of courses. - BLM sustained from voting until after their Fire Operations Group (FOG) meeting. - Will revisit at the October IPSC meeting.	
7	READ, REAF, ARCH, Lead READ Positions	RFC 2022-04	Heath Cota	- Lengthy discussion with Jessica Riesenber and Linn Gassaway regarding READ, REAF, ARCH and Lead READ positions, course requirement, qualification sheets, Position Task Books, and transition plan. - Linn provided further context on the need for the ARCH position to have additional educational requirements.	

				- Annie Benoit will draft a curriculum paper for the course numberings and email out to IPSC for review. - With the additional items needing attention before finalization, this will not make the PMS 310-1 January 2024 updates.	
8	Update to UASP PTB	RFC 2023-07	Mike Ellsworth	- Mike Ellsworth reviewed the new RFC and asked for a vote on acceptance. - Marlene Eno-Hendren will be the IPSC liaison assigned. - Will discuss further at the October IPSC meeting.	IPSC accepted RFC
9	IMT Course Steering Committee	2023-03	Marlene Eno-Hendren	- IMT Course Steering Committee/IPSC kick-off meeting is October 4th. - IMT Course Steering Committee primary members, liaisons, and advisors will meet October 23-27 in Boise to start work on the basic course. The goal is to work with the ICF contractor to complete the basic IMT course Learner Context Analysis and Gap Analysis. There will not be a virtual option for steering committee members to attend this meeting. Larae Guillory, IPSC Liaison to the IMT Course Steering Committee, will attend the meeting and be the contact for the group.	
10	Fall IPSC Meeting Logistics		Michael Froelich	- Michael Froelich is planning a field day for the Fall meeting. Monica will send out a questionnaire to get a head count to better plan for logistical needs. - Virtual meeting will be an option for those that cannot attend in person.	
	Bin Items		All	N/A	
	Round Robin/Wrap Up			- Mike Ellsworth – CIM AAR meeting is October 31st, any feedback is due by October 20th. Marlene and Mike Ellsworth will draft feedback addressing concerns from IPSC perspective moving forward with CIM. IWDG website includes the option for an individual to submit their own feedback from their experiences with CIM. - Greg Smith – will be stepping off IPSC and Michael Froelich will take over as the South NASF representative. - Sarah Lee – Accepted the NWCG Deputy Program Manager position, will remain on IPSC until new coordinator is in place. Two NWCG Coordinator positions have been filled with an end of October start date.	

Next Conference Call**Date:** October 24-26, 2023**Time:** 0900 EST**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	N	Sarah Lee, NWCG Coordinator, BLM	Y
Mike Ellsworth (Vice Chair) FWS	Y	Michael Froelich, 310-1 Steward, NASF	Y
Monica Ramirez (Support), USFS	Y	Marley Marshall, Advisor, IQCS, BLM	Y
Larae Guillory, BLM	Y	Brent Ruggles, Advisor, DOI, OEM	Y
Joe Sean Kennedy, USFS	N	Patty Correia, Advisor, IQS, NASF	Y
Heath Cota, USFS	Y	Russ Flick, Advisor, FEMA, EMI	Y
Mike Black, BIA	Y	Steve Griffin, Liaison, NIMSIC, USFS	Y
Russ Babiak, NPS	Y	Amy Skraba, Liaison, GATR, BLM	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	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	N
		Todd Abel, S-520/S-620 Committee Chair	N

Guests: Amanda Jones, Jessica Riesenber, Linn Gassaway, Malcolm McFarland