



Incident and Position Standards Committee

Meeting Notes – October 24 - 26, 2023

	Topic	Action Item	Presenter	Notes	Action/Decision
1	Action Log & RFCs		Marlene Eno-Hendren/ Monica Ramirez	<ul style="list-style-type: none"> Accepted September 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"> IRPG revision submissions close the end of October. IOSC will be working on updates through the winter. 	
			Dylan Rader	IPS <ul style="list-style-type: none"> No update this month. 	
			Travis Bailey	ILSC <ul style="list-style-type: none"> Continue to discuss the Security Manager position. No current taskings. Challenges getting contracting information out of IQCS & IQS with having outdated data. Working with ICAC and CGAC for assistance. 	
			Shane Greer	ICSC <ul style="list-style-type: none"> Continue to work with ICAC on the pathways for ICCI position. Decision made to expand the survey outside of ICAC to allow for a diversity of feedback. 	
			Mike Black	PNB <ul style="list-style-type: none"> Received RFC from the BLM for a FAL1 Evaluator pneumatic. There are several positions that conflict with the proposed pneumatic, PNB assessing other options. 	
			Todd Abel	S-520/S-620 <ul style="list-style-type: none"> No update this month. 	
			Marlene Eno-Hendren	IMT Course SC <ul style="list-style-type: none"> Kickoff meeting was held October 4th. Jay Mickey and Bill Miller will serve as co-Chairs for the committee. Making final edits to the charter. Will send to IPSC for final signature when complete. Steering committee is meeting with contractor in Boise, October 23-27th. Will get steering committee added to the NWCG website. 	

3	S-520 Course Schedule & Information		Marlene Eno-Hendren	<ul style="list-style-type: none"> • S-520 sessions will be held in November & December. • Seeing several students dropping the course after getting a Field Evaluation over the summer. 	
4	IOSC Evaluation of OPBD		Keith Mitchell	<ul style="list-style-type: none"> • Keith reviewed the three pathway options for the Operations Branch Director position. • IPSC supported IOSC with creating a position task book (PTB) and updating the incident position description (IPD) for the OPBD position. <ul style="list-style-type: none"> ◦ IPD was updated and reviewed by IPSC, all edits were supported. ◦ Initial efforts were made to develop the PTB. Further work is needed prior to completion. • IPSC continued to discuss which pathway requirements are appropriate for the position. • Will discuss further at the November meeting. 	
5	NWCG Training Program Update		Annie Benoit	<ul style="list-style-type: none"> • Staffing updates <ul style="list-style-type: none"> ◦ Selection for Instructional Design position will occur next week. ◦ Eric Coulter was hired as the NWCG Communications Lead. ◦ Three vacancies remaining in the Audio-Visual department. • Finalizing standards for S-230. • Feedback from Fuels Management Committee for RX-300 due by November 17th. • Fire Behavior Subcommittee is working with the University of Idaho to finish S-290 revisions. Will be an instructor led only version. • S-390 & S-490 are in various stages of development. Utilizing contracting to expedite the completion of courses. • S-130 online version kickoff will occur December 1st. • IPTM Update <ul style="list-style-type: none"> ◦ Reviewed the status of current position in their respective stages of development. ◦ Next 30 positions have been identified, movement forward will depend on SME and committee engagement. ◦ Reviewed achievements, current challenges, and next steps. ◦ Shared a flow chart on the full IPTM effort starting at Initiation moving through Contract Closeout. • Next Generation PTB Update <ul style="list-style-type: none"> ◦ Will report out feedback received over the season at the December IPSC meeting. 	

				<ul style="list-style-type: none"> ○ Gathering feedback from individuals who utilized new version of the Crew Boss PTB. 	
6	ISAP Tasking Update		Sarah Lee	<ul style="list-style-type: none"> • Executive Board (EB) is establishing a task team to work directly under EB to develop NWCG standards for the ISAP process. Jim Shultz will be the EB liaison to the team. • Tasking has been drafted, identifying each task and timeline for completion. Will be shared with IPSC when finalized. • ISAP task team will be expected to coordinate with IPSC throughout the process. 	
7	IPSC Spring Meeting		Marlene Eno-Hendren	<ul style="list-style-type: none"> • BLM will be responsible for coordinating the Spring 2024 IPSC Meeting. • April 9 – 11, 2024 was supported for meeting dates, with Bend, OR as the location. 	
8	Update to UASP PTB		Marlene Eno-Hendren	<ul style="list-style-type: none"> • Marlene reviewed the status of RFC along with drafted approval memo. • Qualification is currently in a combined PTB with 3 other positions. Marlene developed a standalone PTB for the USAP position. Discussed the effect to the PMS 310-1 with having a standalone PTB and the need for separating all positions in their own PTB. • Draft memo addresses if an individual currently had an open PTB they can finish their qualification on that PTB. Starting January 2024, the new PTB would need be assigned to an individual pursuing the qualification. 	IPSC supports RFC.
9	Alternate Training to S-130		Annie Benoit	<ul style="list-style-type: none"> • Annie reviewed the intent behind S-129 being an alternate training to S-130. • Continued discussion around the difference between S-129 & S-130, who the target audience is, recognized sticking points, and if a shelter deployment would be required of S-129. • No decision was made, will discuss further at the November meeting. 	
10	IPSC Business Processes		Marlene Eno-Hendren	<ul style="list-style-type: none"> • Reassessed IPSC mission statement, primary objectives, and RFC process. <ul style="list-style-type: none"> ○ Mission statement – will remove the word “national” from the last sentence to eliminate confusion and promote utilization of all levels of mobilization. ○ Primary Objectives – remains valid. ○ RFC Process – Amanda Jones will review section to identify any holes in the process. • Reviewed and updated IPSC Business Process document for proposed changes and edits. 	Action items created to build RFC Internal Guidelines for IPSC members and draft proposal for permanent IPSC chair and support positions.

				<ul style="list-style-type: none"> ○ Will remove US Fire Administration from membership and inquire about adding Department of Defense. ○ Discussed the Chair & PMS 310-1 Steward roles & responsibilities and the value in having these as a permanent position on the committee. 	
11	IPSC Liaisons to Committees		Marlene Eno-Hendren	<ul style="list-style-type: none"> ● Committee roles table will allow IPSC to track member tasking history and contributions. ● Reviewed table and made updates of assigned liaisons to subcommittees. 	
12	IWDG Update		Dave Celino	<ul style="list-style-type: none"> ● Implementation for CIM in 2024 is on track. ● Agency Administrators have been an asset to IWDG. ● CIM after action review (AAR) is October 31st. ● Next efforts beyond CIM include looking at alternative pathways and building capacity, agreements, incentives, and complexity tiers. ● Request for IWDG to be in the room with the IMT Course Steering Committee as work progresses forward to provide any overarching vision and hear the discussions and/or feedback from the committee. ● Identified a need to further clarify timing of when a Field Evaluation can be completed, and the Risk Complexity Analysis needs to be included in the next WFDSS update. IPSC will be the lead to update Field Evaluation. 	
13	CIM AAR/Updates		Marlene Eno-Hendren/Mike Ellsworth	<ul style="list-style-type: none"> ● Marlene and Mike Ellsworth reviewed IPSCs responses to the CIM AAR and noted additional talking points from members to bring to the AAR on October 31st. 	
14	S-230, CRWB Training		Annie Benoit	<ul style="list-style-type: none"> ● IPSC members were to vet with agencies and provide feedback on how course may impact PMS 310-1 system. 	IPSC approves S-230 from a systems process perspective.
15	IPTM Approval Process		Marlene Eno-Hendren/Mike Ellsworth/Sarah Lee	<ul style="list-style-type: none"> ● Sarah Lee reviewed the IPTM project phases and decision process. ● Identified and discussed the areas where IPSC fits into the process and required responses for decision points. 	
16	WFSTAR (Steering Committee/ Roles & Responsibilities		Steven Gaskill/Joe Schindel	<ul style="list-style-type: none"> ● IPSC will provide support on prioritization of projects and submitted RFCs to the RT-130 program. ● Will work over the winter to finalize the standard operating guide and have a committee in place February 2024. ● Joe Schindel provided overview of the history of modules created, how modules are tracked, and the current prioritization process. 	

				<ul style="list-style-type: none"> • Discussion occurred around current categories, ability to expand categories in the future, core components of RT-130, and target audience. • Steven presented three questions to help support the RT-130 program on how to move forward working with IPSC. IPSC will discuss further at the November meeting. <ul style="list-style-type: none"> ○ What is the business need for establishing a Course Steering Committee for RT-130 that cannot be met by IPSC as the Steward? ○ What processes, workflows, approvals will a Steering Committee add or change? Why? ○ Will these changes improve our service to the end user? How? 	
17	IMT Course Steering Committee		Larae Guillory	<ul style="list-style-type: none"> • Larae provided overview of how the IMT Course Steering Committee and ICF contractor meeting has been going in Boise. • Committee has worked to identify target audience, reviewed existing course materials and organized content into categorical bins. • Will discuss committee meeting schedule including virtual and in-person needs before the end of the week. • Committee will need support addressing any gaps found within the training and/or finding subject matter experts. 	
18	READ, REAF, ARCH & REAC Positions		Heath Cota	<ul style="list-style-type: none"> • Heath and Annie Benoit discovered the PTBs are still going through 508 compliance. 	
19	PMS 310-1 Update		Michael Froelich	<ul style="list-style-type: none"> • Working on front matter updates and the spreadsheet to track changes over the course of the year. • January 2024 updates will include adding Safety Officer Field (SOFF), archiving the logistics Service and Supply Branch positions, UASP change to PTB. • 2025 tentative schedule includes the READ, REAF, ARCH & REAC positions, DMOB, OPBD, RX-300, FAL3, and Type 1 Qualifications. • With Michael Froelich moving into the chair position at the end of 2024, a new 310-1 steward will need to be identified at the Spring 2023 meeting. 	
20	Vice-chair Rotation		Marlene Eno-Hendren	<ul style="list-style-type: none"> • IPSC vice-chair rotation will occur at the end of 2023. Craig Daugherty representing IAFC will serve as the next vice-chair. 	

	Bin Items		All	<ul style="list-style-type: none"> N/A 	
	Round Robin/Wrap Up			<ul style="list-style-type: none"> SabraRenee Arnold – Final design workshop for IS-201 will occur on November 8th. This includes all ICS forms for the IAP as well as some added forms that are commonly used in the IAP. January 3, 2024, will be the final design workshop for the Communications Unit Leader course. Starting February 2024 work will start on the 958, 967 and IC courses. Brent Ruggles – Updating the NIMS training foundation document. Plan to have IPQG updated by next fiscal year. Marley Marshall – Work continues on IQCS version 2. Presented at the last Change Management Board meeting, received feedback, and spent time identifying the business needs. Version 2 is a year out from release. 	

Next Conference Call**Date:** November 8, 2023**Time:** 0900 MST**Face to Face/Virtual IPSC Meeting Schedule****Date:** April 9-11, 2024**Location:** Bend, OR**Host:** BLM

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	Y
Mike Ellsworth (Vice Chair) FWS	Y	Marley Marshall, Advisor, IQCS, BLM	Y
Monica Ramirez (Support), USFS	Y	Brent Ruggles, Advisor, DOI, OEM	Y
Larae Guillory, BLM	Y	Patty Correia, Advisor, IQS, NASF	N
Joe Sean Kennedy, USFS	N	Russ Flick, Advisor, FEMA, EMI	N
Heath Cota, USFS	Y	Steve Griffin, Liaison, NIMSIC, USFS	N
Mike Black, BIA	Y	Amy Skraba, Liaison, GATR, BLM	Y
Russ Babiak, NPS	Y	Annie Benoit, Liaison, NWCG Training, BLM	Y
Dave Celino, NASF (Eastern)	Y	Keith Mitchell, IOSC, USFS	Y
Michael Froelich, NASF (Southern) & 310-1 Steward	Y	Dylan Rader, IPS Chair, USFS	N
Sarah Saarloos, NASF (Western)	Y	Travis Bailey, ILSC Chair, NPS	Y
Craig Daugherty, IAFC	Y	Shane Greer, ICSC Chair, USFS	Y
		Gina Papke, PNB Chair, USFS	N
		Todd Abel, S-520/S-620 Committee Chair	N

Guests: Amanda Jones, SabraRenee Arnold, William Miller, Jay Mickey, Mark Skudlarek, Steven Gaskill, Beale Monday, Joe Schindel