



# Incident and Position Standards Committee

## Meeting Notes – April 9 - 11, 2024

	Topic	Action Item	Presenter	Notes	Action/Decision
1	Action Log & RFCs		Marlene Eno-Hendren/ Monica Ramirez	<ul style="list-style-type: none"> <li>Accepted March 2024 CC Notes.</li> <li>Reviewed and updated Open Action Log items and Requests for Change (RFCs) in Trello.</li> <li>Reviewed Trello system changes that will affect membership access to the IPSC board. Will investigate different options that may replace Trello.</li> </ul>	
2	Subcommittee Updates		Mike Black  Robin Jermyn  Carmen Thomason  Shane Greer  Michael Froelich  Joe Sean Kennedy	<b>IOSC</b> <ul style="list-style-type: none"> <li>Identified 3-5 years as the membership timeline within the business practices.</li> <li>USFS will be rotating in a new member.</li> <li>IRPG revision will reflect the changes in Atmospheric Stability. Intend to have final revision document to NWCG publications in June.</li> </ul> <b>IPS</b> <ul style="list-style-type: none"> <li>Working with FireNet and NWCG publications to update the PMS 277.</li> <li>Continue to support positions moving through IPTM.</li> <li>Revisions to the ICS-202 &amp; ICS-204 have been submitted to NWCG publications.</li> </ul> <b>ILSC</b> <ul style="list-style-type: none"> <li>Carmen is working with ILSC to plan out when logistics positions will begin IPTM.</li> </ul> <b>ICSC</b> <ul style="list-style-type: none"> <li>No additional update this month.</li> </ul> <b>PNB</b> <ul style="list-style-type: none"> <li>Approved two RFCs submitted by the BLM. Operations Medical Support Responder and Operations Medical Support Technician.</li> <li>Next meeting will be in June.</li> </ul> <b>S-520/S-620</b> <ul style="list-style-type: none"> <li>Announcement has been extended until April 30<sup>th</sup>.</li> </ul>	

			Larae Guillory	<b>IMT Course SC (IMTCSC)</b> <ul style="list-style-type: none"> <li>• Instructor led training is currently being reviewed by the steering committee.</li> <li>• Unit 18 &amp; 19 is currently in development. Steering committee is working to balance the wildland fire verse the non-wildland fire components.</li> <li>• The NIMS version Planning P will be used in the course material.</li> <li>• Incident business advisor to the steering committee was identified.</li> <li>• Next in person meeting, April 22<sup>nd</sup> – 25<sup>th</sup>, will focus on preparing for the upcoming alpha pilot course delivery.</li> <li>• Alpha course students have been selected, notifications going out soon. Course will include thirty students with twenty observers.</li> <li>• Beta course is scheduled for early September, NASF identified to host this session.</li> <li>• Course number will need to be assigned to the Introduction to IMT Course. IPSC will discuss with their respective agencies and revisit at the May meeting.</li> </ul>	
3	<b>LORF/LOFC</b>		Shane Greer	<ul style="list-style-type: none"> <li>• Reviewed the briefing paper for the addition of a Liaison Officer Complex position.</li> <li>• Discussed the intent behind the position, requirements for existing qualified Liaison Officer to gain the complex qualification, and what is needed if the position was to be included in the PMS 310-1 errata.</li> <li>• Marlene will send Shane the list of required documents.</li> <li>• BLM has been assigned as the IPSC liaison to this action item.</li> </ul>	
4	<b>ICCI Pathway</b>		Shane Greer	<ul style="list-style-type: none"> <li>• Reviewed the background on ICT3, and the pathway to become an Incident Commander Complex (ICCI).</li> <li>• Discussed the two pathway options presented in the briefing paper, the qualification versus the skill set needed to become an IC, the lack of individuals moving into the IC role, and the additional workload of an IC.</li> <li>• Further discussion is needed on the pathways, IPSC members are to vet with their respective agencies over the next couple of months.</li> </ul>	
5	<b>PMS 310-1 Update</b>		Michael Froelich	<ul style="list-style-type: none"> <li>• Gathering documentation for the upcoming errata.</li> </ul>	
6	<b>New RFC: A-204 Course Title Change</b>	RFC 2024-03	Marlene Eno-Hendren	<ul style="list-style-type: none"> <li>• RFC did not come from a parent committee. IPSC will forward this RFC to NIAC to confirm support.</li> <li>• If NIAC supports, IPSC will accept RFC and include in the PMS 310-1 errata.</li> </ul>	NIAC support confirmed on 4/16/24.

7	<b>NWCG Training Program Update</b>		Annie Benoit	<ul style="list-style-type: none"> <li>NWCG website migration occurred, will be working through some technical glitches. Next Generation Position Task Book (PTB) will be uploaded to the website after the technical issues are resolved.</li> <li>Sixteen addition IPTM positions are slotted to start at the end of the month.</li> <li>Shared an example from a NWCG committee webpage of how a steward to training courses could look.</li> </ul>	
8	<b>RT-130 (WFSTAR)</b>	2023-05	Steven Gaskill, Joe Schindel	<ul style="list-style-type: none"> <li>Reviewed the Wildland Firefighter Safety Awareness Study - Phase III (Tri-Data). Reviewed the goals that came out of the Tri-Data where WFSTAR directly relates to and can support.</li> <li>Reviewed the Strengths, Weaknesses, Opportunities, Threats (SWOT) poll results. Summarized the top inputs under each header and discussed feedback for further clarification.</li> <li>Presented the top 10 future programmatic goals, the collaborative partners needed to achieve goals, and the how behind being able to achieve goals.</li> <li>IPSC is to think about what the WFSTAR staff can do now to support growing the program and will discuss at the May meeting.</li> </ul>	
9	<b>S-129</b>	2022-03	Marlene Eno-Hendren	<ul style="list-style-type: none"> <li>Reviewed the updated S-129 Issue Paper. Continued discussion occurred on the positions that would be affected and different pathways to resolve the need for this course option.</li> <li>Annie Benoit will draft a document of the different options and share with IPSC.</li> <li>IPSC members will continue to vet with their respective agencies and will vote at the May meeting.</li> </ul>	
10	<b>Type 1 Qualification Pathway</b>		Carmen Thomason/ Marlene Eno-Hendren	<ul style="list-style-type: none"> <li>Memo outlines the pathway as the qualification is phased out, including the transition options to CIM positions.</li> <li>Executive Board requested edits to the memo, to include the appropriate incident level required to receive credit for a type 1 qualification.</li> <li>Carmen informed IPSC that moving forward any memo going forward to the Executive Board, will need to be submitted a month out to allow for an internal review prior to going before the Executive Board.</li> </ul>	
11	<b>IWDG Update</b>		Dave Celino	<ul style="list-style-type: none"> <li>Dave presented items IWDG is currently focused on, including the Liaison Officer Complex position, Type 1 qualifications, and their exiting tasking to increase incident support.</li> </ul>	
12	<b>PMS 310-1 Steward</b>		Marlene Eno-Hendren	<ul style="list-style-type: none"> <li>USFS is assigned to fill the next PMS 310-1 Steward representation.</li> </ul>	IPSC selected Monica Ramirez as the next PMS 310-1 Steward.

13	<b>IPSC Support Staff Position</b>		Marlene Eno-Hendren	<ul style="list-style-type: none"> <li>Submit names for consideration to Marlene. Will discuss at the May meeting.</li> </ul>	
14	<b>Update Names of ICS-300/400 &amp; FEMA Requirements</b>		Marlene Eno-Hendren	<ul style="list-style-type: none"> <li>ICS-300 &amp; ICS-400 course names have already been updated in the PMS 310-1.</li> <li>Discussed the FEMA requirement on taking the updated ICS-300 &amp; ICS-400 courses prior to attending trainings. SabraRenee Arnold will discuss at the next FEMA Regional Training Manager call and let IPSC know the requirement.</li> </ul>	
15	<b>OEM Fitness Capacity Test Standards</b>		Brent Ruggles	<ul style="list-style-type: none"> <li>Presented the Responder Fitness Level white paper from the Office of Emergency Management (OEM).</li> <li>Discussed the background and analysis OEM completed.</li> <li>Two course of action options resulted after analysis, discussed the pros &amp; cons to each option. OEM is recommending option 1, which includes a Work Capacity Test module that incorporates all emergency responders.</li> </ul>	
16	<b>IPTM Guidelines &amp; Criteria</b>		Carmen Thomason/ Annie Benoit	<ul style="list-style-type: none"> <li>Reviewed the IPTM guidelines document and background to why NWCG built this document. Talked through the different elements within the document.</li> <li>Focused on the element that speaks to prioritizing required training over suggested training. NWCG is proposing when a PARR is presented to IPSC, they will then take the next month to vet with agencies and will vote if the course will be a required or suggested training. IPSC supports process, with added language that PARRs come from course stewards.</li> <li>Reviewed the IPSC &amp; Training Delivery Committee (TDC) Workflow Matrix for IPTM positions.</li> </ul>	
17	<b>Position Steward Definition</b>		Carmen Thomason	<ul style="list-style-type: none"> <li>Reviewed proposed definition of a Position Steward. This will be included in the data glossary.</li> <li>Definition would apply to Position and Course Stewards.</li> </ul>	IPSC supports definition of Position Steward
18	<b>eCheck-in/ IWDG Tasking</b>		Robin Jermyn	<ul style="list-style-type: none"> <li>Developers are working through a few technical issues with eCheck-in prior to getting out for user testing. Intend to have out in the next month.</li> <li>IPS seeking clarification and support to work on eDMOB and eExtension as the original tasking memo, TM 21-004, does not include these items.</li> <li>Marlene will draft a memo in coordination with IPS that will include the two additional items, and IPSC will vote for support/not support at the May meeting.</li> </ul>	
19	<b>PMS 310-1 Errata</b>		Michael Froelich	<ul style="list-style-type: none"> <li>Positions slotted for the errata include OPBD, READ, REAF, ARCH, REAC, update for the IAT A-204 course name, and added</li> </ul>	

				<p>IPSC RFC 2023-08, Update 310-1 to match PMS 505 Required Training.</p> <ul style="list-style-type: none"> <li>Reviewed each position and status of completed packages. OPBD transition plan needs further review, IPSC members send feedback to Marlene by May 1<sup>st</sup>.</li> <li>If LOFC is to be included, will need to provide full complement of documents by May 20, 2024.</li> </ul>	
20	<b>Develop RFC Internal Guidelines</b>	2023-07	Dave Celino/ Sarah Saarloos	<ul style="list-style-type: none"> <li>Working group drafted RFC Guidelines, includes options for a new position and revised position.</li> <li>Will test with the next submitted RFC.</li> </ul>	
21	<b>Develop Proposal for Permanent IPSC Positions</b>	2023-08	Craig Daughtery	<ul style="list-style-type: none"> <li>Drafted proposal highlights the benefits of a permanent chair, drawbacks of the current system, and the necessity for a change.</li> <li>Proposal will need to be composed in the memo format.</li> </ul>	
22	<b>IMTCSC FAQs</b>		Larae Guillory	<ul style="list-style-type: none"> <li>Working group drafted responses to the Frequently Asked Questions (FAQs).</li> <li>IPSC supports responses drafted and will coordinate getting the FAQs uploaded to the IWDG webpage.</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>SabraRenee Arnold – FEMA continues to coordinate with NWCG Training Development staff on position specific training. Decision made that courses will not have acronyms included in curriculum. Hosting the pilot Planning Section Chief course in September, if there is interest to attend and provide feedback reach out to SabraRenee. SabraRenee will share course calendar and curriculum design schedule with IPSC.</li> <li>Joe Sean Kennedy – Heath Cota started a new position at the Washington Office. Will be evaluating how to split committee representation responsibilities.</li> <li>Annie Benoit – With the Next Generation PTB, it currently requires feedback on a need's improvement rating but no other rating. Proposed adding language in the PTB recommending feedback on any other rating. IPSC supports the addition of the language.</li> </ul>	

**Next Conference Call****Date:** May 8, 2024**Time:** 0900 MST**Face to Face/Virtual IPSC Meeting Schedule****Date:** TBD**Location:** TBD**Host:** FWS

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	Carmen Thomason, NWCG Coordinator, BLM	Y
Craig Daugherty (Vice Chair) IAFC	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	Y
Mike Ellsworth, FWS	N	Russ Flick, Advisor, FEMA, EMI	N
Joe Sean Kennedy, USFS	Y	David Gerboth, Liaison, NIMSIC	Y
Heath Cota, USFS	N	Amy Skraba, Liaison, GATR, BLM	Y
Mike Black, BIA	Y	Annie Benoit, Liaison, NWCG Training, BLM	Y
Russ Babiak, NPS	Y	Ryan Williams, IOSC, FWS	N
Dave Celino, NASF (Eastern)	Y	Dylan Rader, IPS Chair, USFS	N
Michael Froelich, NASF (Southern) & 310-1 Steward	Y	Travis Bailey, ILSC Chair, NPS	N
Sarah Saarloos, NASF (Western)	Y	Shane Greer, ICSC Chair, USFS	Y
		Gina Papke, PNB Chair, USFS	Y
		Todd Abel, S-520/S-620 Committee Chair	N
		Bill Miller/Jay Mickey, IMT Course SC	N

**Guests:** SabraRenee Arnold, Steven Gaskill, Joe Schindel, Chris Buhrig, Kenneth Schade, Robin Jermyn