



# Incident and Position Standards Committee

## Meeting Notes – October 8-10, 2024

	Topic	Action Item	Presenter	Notes	Action/Decision
1	Review and Update Action Log [Trello] & RFCs		Marlene Eno-Hendren/Jessica Hollingsworth	<ul style="list-style-type: none"> <li>Accepted July 2024 CC Notes.</li> </ul> Reviewed and updated Open Action Log items and Requests for Change (RFCs) in Trello.	
2	Subcommittee Updates		<div>Carmen Thomason</div> <div>Larae Guillory</div>	<p><b>IOSC</b></p> <ul style="list-style-type: none"> <li>Still working on FFT1 and ENGB</li> <li>IRPG is currently on the timeline for release in January 2025.</li> <li>Small working group for Operation Section Chief Complex PTB is working on moving into the new gen Taskbook</li> </ul> <p><b>IPS</b></p> <ul style="list-style-type: none"> <li>eCheck-in looking to have something next summer with e-ISuite</li> </ul> IPTM SME group did a presentation to IPS on DOCL, DEMOB, and RESL recommendations. <p><b>ILSC</b></p> <ul style="list-style-type: none"> <li>Two positions in IPTM</li> </ul> <p><b>ICSC</b></p> <ul style="list-style-type: none"> <li>Reviewing LOFR</li> </ul> <p><b>PNB</b></p> <ul style="list-style-type: none"> <li>Meeting this month</li> <li>Looking at CWN and Exclusive Helicopters and HMLR Limited Restricted</li> </ul> <p><b>S-520/S-620</b></p> <ul style="list-style-type: none"> <li>S-520 sent letter for next round.</li> </ul> <p><b>IMT Course Steering Committee (IMTCSC)</b></p> <ul style="list-style-type: none"> <li>Revision finished by middle of October</li> <li>ISAP added to the Planning P</li> <li>S-320 Beta guide for students is sent out</li> <li>Adding instruction guide for function area breakouts</li> <li>S-320 beta course is November 19-21 in Madison, WI</li> </ul>	
	NWCG Training Update		Colby Jackson	<ul style="list-style-type: none"> <li>Colby Jackson on a 120-day detail as the Training Development Program Manager.</li> <li>Gave an update on current filled and vacant positions.</li> </ul>	

				<ul style="list-style-type: none"> <li>Working on updating job aides for felling operations &amp; baseline packing lists.</li> <li>Working on the S- 90s classes – 290 finalized, 390 test course revision &amp; 490 started analyzing.</li> <li>Update on S-112 – replaces S-212; geared to FAL3; blended</li> <li>S-212 – making a blended course and geared to FAL2</li> <li>L-280 – working on revision Update on Fixed Wing Parking Tender, Single resource training blended for common training, FI-310, X-900, ICB modules, media blanket agreement &amp; S-130 blended course.</li> </ul>	
	<b>PMS 310-1 Update</b>		Michael Froelich	<ul style="list-style-type: none"> <li>Type 1 qualifications pathway will be closed Dec 31</li> <li>Update on RX-310</li> <li>REAF – moving to the 310-1 in 2026. Currently requires N9042 course which is transitioning to M-280 and adding a PTB.</li> </ul>	
	<b>PMS 310-1 PDF versus Web-Based</b>		Michael Froelich	<ul style="list-style-type: none"> <li>Discussed PDF per position vs. one pdf</li> </ul> <p>Will need a vote by 2026 mockup</p>	
	<b>EB Expectations and Role of IPSC</b>		Marlene Eno-Hendren/Sarah Lee	<ul style="list-style-type: none"> <li>Discussed with each EB Liaison so there is better communication and understand between the EB and IPSC.</li> </ul>	
	<b>IPSC Responsibilities/ NWCG Pause Memo</b>		Marlene Eno-Hendren/Sarah Lee	<ul style="list-style-type: none"> <li>Discussed how the NWCG Pause memo affects what IPSC is working on currently.</li> </ul>	
	<b>EB Tasking Memorandum to IPSC</b>		Marlene Eno-Hendren	<ul style="list-style-type: none"> <li>Discussed what is IPSC’s role with this tasking; many taskings aren’t in IPSC’s lane.</li> </ul>	
	<b>IPTM Feedback</b>		Toni Suminski	<ul style="list-style-type: none"> <li>Updated on how the SME process is going and issues with retaining them.</li> <li>Discussed the role of IPSC in the IPTM decision process and finishing OPS section positions.</li> </ul>	
	<b>Update to the Course Numbering Issue Paper</b>	Action Item 2024-02	Workgroup 1/Ellsworth	<ul style="list-style-type: none"> <li>Discussed how to number courses, name courses, and numbering standard, No standard for naming training.</li> <li>Recommendations are to create draft data standard and look at current catalog to request new data standard through <a href="#">Data Standards and Terminology Board (DSTB)</a>.</li> </ul>	Spring 25 meeting for draft standard
	<b>Update IPSC RFC Process (include standard response</b>		Workgroup 2/Daugherty	<ul style="list-style-type: none"> <li>RFC process is listed in two locations on the web; will remove one.</li> <li>Discussed the language on the NWCG RFC process updates</li> <li>Established language for requests for change (RFC)</li> </ul>	Finalize all changes by December 31, 2024

	<b>templates for RFCs based on Pause Memo)</b>			<ul style="list-style-type: none"> <li>• Add an example of a RFC on the website for the public so they can see what one correctly filled out looks like.</li> <li>• Update RFC check list and store in SharePoint while matching Trello cards</li> <li>•</li> </ul>	
	<b>(D) 310-3/NFES 001528</b>		Mark Skudlarek	<ul style="list-style-type: none"> <li>• Continue or discontinue printing incident qualification cards on NFES 001528 cardstock?</li> <li>• If discontinue printing on NFES 001528 cardstock, and printing an incident qualification card is a need, what is an alternative?</li> <li>• Is there a continued need for a printed or electronic form of an incident qualification card?</li> </ul>	Nov meeting – agency vote to keep NFES 001528 cardstock
	<b>IWDG Update</b>		Dave Celino	<ul style="list-style-type: none"> <li>• Updates on IMT standards who is tracking, Looking into IMT courses being a participant course vs. pass/fail,</li> <li>• CIM dual personal does when someone is certified</li> <li>• Communication between IPSC &amp; IWDG</li> </ul>	
	<b>Executive Session</b>		<b>Voting Members</b>	•	
	<b>(D) Rename SOFR to SOF3</b>	RFC 2024-05		<ul style="list-style-type: none"> <li>• Yes – NPS, BLM, FWS, BIA, FS, IAFC, NASF NE, NASF Western, NASF Southern</li> <li>• Will be added to 310-1 in 2025</li> </ul>	Vote Yes
	<b>(I) ICCI Qualification Pathway - Agency Preference Discussion</b>			<ul style="list-style-type: none"> <li>• Not moving forward until more information from IWDG</li> </ul>	
	<b>Reevaluate Committee Membership</b>			<ul style="list-style-type: none"> <li>• Reevaluate at the Spring 2025 meeting.</li> </ul>	
	<b>Monthly Meeting Attendance</b>			<ul style="list-style-type: none"> <li>• Need to investigate Liaisons for sub committees to help with information and members participation.</li> <li>• Michael Froelich will talk to each subcommittee and remind them of the expectations of each one and business process.</li> </ul>	
	<b>IMTCSC Membership/Commitment/Assistance</b>			<ul style="list-style-type: none"> <li>• Will reevaluate IMTCSC membership in the future</li> <li>• Need leaders' intent from Exec Board.</li> <li>• Considering pre-meeting prior to advanced course kick-off.</li> <li>• Need to reevaluate NWCG training program staff assistance to the steering committee.</li> </ul>	
	<b>Alternate Training to S-130</b>	Action Item 2022-03	Marlene Eno-Hendren/Colby Jackson	<ul style="list-style-type: none"> <li>• All training for S-130 blended will be completed by Jan 2025</li> <li>• S-129/S-128 should be up and running by Spring 2025</li> <li>• Discussed the process for tracking fire shelter training.</li> </ul>	

				<ul style="list-style-type: none"> <li>Training course numbers may change based on edits to the Course Numbering Issue Paper.</li> </ul>	
	<b>RT-130 Modules</b>		Colby Jackson	<ul style="list-style-type: none"> <li>Reviewed the 12 modules WFSTAR staff will be work on for the next year.</li> </ul>	
	<b>Incident Business Process/Mission Statement Review</b>		Marlene Eno-Hendren	<ul style="list-style-type: none"> <li>Reviewed and updated incident business process, which occurs annually at the fall meeting.</li> <li>Updated the IPSC Mission Statement and Primary Objectives.</li> </ul>	Share updates at December meeting.
	<b>IPTM Process</b>		Toni Suminski	<ul style="list-style-type: none"> <li>Currently working on Project phase 10</li> <li>Suggestions for how IPSC can help IPTM: Like the PARRs vs summary, one month to decide a yes or no, keep communication flowing, cover sheet for decisions is helps with communications.</li> <li>Needs to be determined if IPSC approves or recommends approval for each position. Does IPSC or EB members vet IPTM positions through the agencies.</li> </ul>	
	<b>PMS 310-1 Edits for 2025</b>		Workgroup 1/Froelich & Ramirez	<ul style="list-style-type: none"> <li>Went over changes to Type 1 &amp; 2 positions, and SOFR to SOF3.</li> <li>Waiting on decision from NWCG staff if S-491 is required training for FBAN.</li> <li>Need to figure out IPTM process with PMS 310-1 Steward for 310-1 changes.</li> <li>When IPTM is sent to IPSC will be a draft sheet.</li> </ul>	
	<b>Proposal for Permanent IPSC Chair</b>	2023-08	Workgroup 2/Eno-Hendren	<ul style="list-style-type: none"> <li>Will have three different options for Exec Board to consider: 1. Hire a permanent chair 2. IPSC facilitator 3. No change.</li> </ul>	
	<b>Trello - Prioritize Action Items based on Pause Memo</b>		Workgroup 3/Daugherty	<ul style="list-style-type: none"> <li>Built a column for RFCs that will be paused due the NWCG pause memo.</li> <li>Cleaned up Trello cards.</li> <li>Need to pass information to Exec Board so they know what IPSC is dealing with</li> </ul>	
	<b>CIM AAR Training and Qualifications</b>		Marlene Eno-Hendren	<ul style="list-style-type: none"> <li>NMAC is coordinating AAR</li> <li>IPSC should focus on training and qualifications to include CIM position qualification requirements, RCA, and the Field Evaluation.</li> </ul>	
	<b>Bin Items</b>		Marlene Eno-Hendren	<ul style="list-style-type: none"> <li>Subcommittee roles spread sheet go over and update in SharePoint.</li> <li>Should we change up the subcommittee positions up more often (Spring Meeting)?</li> </ul>	Spring meeting – discuss changing IPSC liaisons to subgroups.

				<ul style="list-style-type: none"> <li>• Heath Cota – USFS IPSC rep change to Karen Kufta</li> <li>• Joe Sean Kennedy – S-520/S-620</li> </ul>	
	<b>Round Robin</b>		Marlene Eno-Hendren	<ul style="list-style-type: none"> <li>• Mike Ellsworth – Leadership Committee – L-280 by the end of the year, L-380 create a new product for agencies to build their own, L-480 evaluating leadership programs, L-580 defining this vs Staff ride. Single Resource Boss – wanting to add L-280 and send up to IPSC in the future</li> <li>• Mike Froelich – Position Naming Board will meet in 2 weeks</li> <li>• Toni Suminski – Voted on REAF Yes by NPS, BLM, FWS, BIA, FS, IAFC, NASF NE, NASF Western, NASF Southern. Package will be done and sent out.</li> <li>•</li> </ul>	REAF approved for the 310-1 in 2026.
	<b>Chair Rotation</b>		Marlene Eno-Hendren	<ul style="list-style-type: none"> <li>• Changed to Michael Frolich</li> </ul>	

#### Next Conference Call

**Date:** November 13, 2024

**Time:** 0900 MST

#### Face to Face/Virtual IPSC Meeting Schedule

**Date:** 2025

**Location:** ??

**Host:** NPS

Meeting payment schedule rotates as follows:

- 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
Jessica Hollingsworth (Support), USFS	Y	Brent Ruggles, Advisor, DOI, OEM	N
Larae Guillory, BLM	Y	Patty Correia, Advisor, IQS, NASF	Y
Mike Ellsworth, FWS	Y	Russ Flick, Advisor, FEMA, EMI	N
Amanda Jones, USFS	Y	David Gerboth, Liaison, NIMSIC	N
Karen Kufta, USFS	Y	Amy Skraba, Liaison, GATR, BLM	Y
Mike Black, BIA	Y	Annie Benoit, Liaison, NWCG Training, BLM	N
Russ Babiak, NPS	Y	Ryan Williams, IOSC, FWS	N

<b>IPSC Members</b>	<b>Y/N</b>	<b>Associates</b>	<b>Y/N</b>
<b>Dave Celino, NASF (Eastern)</b>	<b>Y</b>	<b>Dylan Rader, IPS Chair, USFS</b>	<b>Y</b>
<b>Michael Froelich, NASF (Southern) &amp; 310-1 Steward</b>	<b>Y</b>	<b>Travis Bailey, ILSC Chair, NPS</b>	<b>N</b>
<b>Sarah Saarloos, NASF (Western)</b>	<b>Y</b>	<b>Shane Greer, ICSC Chair, USFS</b>	<b>Y</b>
		<b>Gina Papke, PNB Chair, USFS</b>	<b>Y</b>
		<b>Todd Abel, S-520/S-620 Committee Chair</b>	<b>N</b>
		<b>Bill Miller/Jay Mickey, IMT Course SC</b>	<b>N</b>

**Guests:** Monica Ramirez, Toni Suminski, Coby Jackson, Sarah Lee, Mark Skudlarek