IMT Training Subcommittee

Agenda & Notes — 10/01/2026

#	Topic	Presenter	Notes	Action/Decision
1	**Welcome**	Larae Guillory	• N/A	• N/A
2	**Committee Framework Review**	Larae Guillory	• Reviewed the committee's oversight role, the relationship with QMC and NWCG subgroups, and the ongoing development of the governance process. • Committee oversees creation and maintenance of S-320, S-420, S-520, and S-620 curriculum. Will leverage steering units, subcommittees, liaisons, advisors, and subject matter experts to perform detailed work. • Committee reports through the Qualifications Management Committee (QMC). Sara Sink serves as the QMC liaison to ITSC. Sara will help carry any information and/or proposed projects to and from QMC. • Members are encouraged to review the PMS 900, which defines membership types, committee and subgroup structures, and NWCG processes under the reorganization. • Roster changes will be routed through the NWCG Coordinator.	• Review and refine the ITSC framework, to include its charter/SOPs, subgroup structure, liaison roles, and program of work. • Establish revision cycle expectations for ITSC managed courses.
3	**S-420 Attendance/Audits**	Larae Guillory	• S-420 certification timeline remains on track with a mid-October completion date. Sarah Lee and Toni Suminksi continue to work on the 508 compliances. • 2027 deliveries are expected to use the new curriculum. • Members are encouraged to attend S-420 deliveries as an observer to understand curriculum, delivery methods, common issues, and potential improvements. Attendance needs to be coordinated through the local course coordinators and conducted without disrupting instruction. • The preferred collection method for feedback is to be submitted through the course portal's Submit Feedback function. ITSC will work with NWCG to obtain access to the information. Additional channels would be through the Training Delivery Subcommittee or the geographic training representatives.	• Establish pathway for cadres to submit changes for IMT courses. • Further define process committee will utilize to handle submitted feedback. • Coordinate a roster of S-420 offerings and identify member attendance.

4	**S-520 Steering Unit Update & Framework**	Gwen Sanchez	• S-520 rewrite curriculum includes a redesigned agenda, one progressively complex incident simulation, functional breakouts, case studies, and an all-hazard component. • Lesson plans are intended to be completed by late October, with most presentation materials complete by December 2026. • Target first delivery is December 2027, with a planned simulation dry run for late April or early May 2027.	• N/A
5	**In-Person Meeting Update**	Larae Guillory	• Committee determined there was no need for a Fall in-person meeting and will continue to meet virtually. Additional time may be added to the November meeting if needed for related work. • Plan for a potential Spring in-person meeting at NAFRI in conjunction with the S-520 simulation dry run.	• N/A
6	**NWCG Update**	Steven Gaskill	• NWCG Committee Connections call will be November 5th. • NWCG annual meeting in Boise will be February 17-18, 2027.	• Provide any items of interest to Sarah Lee for the quarterly NWCG Committee Connections call.

Next Meeting:
Date: November 5, 2026
Time: 1200 PST
Location: Virtual on Teams

Attendance:

IMT Training Subcommittee Members	Attendance	Liaisons & Advisors	Attendance
Gwen Sanchez, USFS (Vice-Chair)	X	Monica Ramirez, Support Staff	
Jay Mickey, USWFS (Chair)		Sarah Lee, NWCG Coordinator	
Larae Guillory, USWFS	X	Sarah Sink, QMC Liaison	
Todd Abel, NASF			
Glenn Palmgren, NASF	X		
Jason Braunstein, NASF			
Timothy Irwin, DOW			
Richard Sexton, USFA			
Julie Malingowski, NWS	X		
Robin Jermyn, IMTA	X		
Michael LaPlant, IMTA	X		

Other Participants: Steven Gaskill, NWCG Coordinator