

NIMS-IC Monthly Teams Meeting

21 June 15

Roll Call

Mike Mattfeldt X	Steve Griffin X	Jason Steinmetz X	Gordy Sachs
Paul Hannemann	Brian Sabin X	Shelley Pelcher	Jeff Soule
Ken Kehmna X	Barbara Geringer X	Zeph Cunningham	Deb Fleming X
Hank Rowland X	Jason Marineau X	James Christian	
Shawn Nagle X	Joe Sean Kennedy X		

Introductions were made, for guest speaker and new member. Announced, a team in “Teams” is being developed for committee use, to meet, file and share documents and to chat between monthly meetings.

Discussion and Updates

Endorsements (Implementation Group) – Ken Kehnma

The Endorsement Task Group (Implementation) met on 5/28.

- The group reviewed the updated Endorsement Analysis Process flowchart with current information/committee names.
- The group reviewed the Endorsements crosswalk/spreadsheet for PIO as provided by Deb Fleming and James Christian.

The Task group recommended the following:

- Set a meeting with sub-committee from the NIMSIC ETGI to test drive the revised Endorsement Analysis Process flowchart using the Endorsements crosswalk/spreadsheet for PIO done by Deb Fleming and James Christian.
- Invite a representative from the Position Steward for PIO to participate in the test drive process.

The sub-committee met on 6/10 to perform the first Endorsement Analysis Process test drive on the PIO position.

- At the conclusion of the meeting, the subcommittee had a brief discussion about the use of Zoom and Google and the need to move to another platform accessible by our federal partners.
- The subcommittee made the suggestion/decision to move to MS Teams

Ken Kehmna and Deb Fleming held an informal debrief on 6/11 to discuss first impressions of the first Endorsement Analysis Process test drive on the PIO position.

- Lessons learned:
 - The Endorsement Analysis Process Flow Chart needs an associated job aid/instruction sheet clearly explaining each of the steps and defining key terms/objectives.
 - An outline of must-read documents and critical information must be determined prior to Position Analysis meeting.

- It is essential that representatives on NIMSIC, Position Steward and the Training Program thoroughly review all “Information required on position requirements” prior to Position Analysis meeting.
- The Position Analysis meeting should include more than one participant from the Position Steward. This will give them an opportunity to make decisions and recommendations through consensus.

The Endorsement Task Group will meet on 6/25 for our regular monthly meeting.

- Agenda items:
 - Full debrief with all subcommittee members on the 6/10 Endorsement Analysis Process test drive on the PIO position.
 - Discussion on development of Endorsement Analysis Process job aid/instruction sheet (draft/boiler plate doc to be provided).

Endorsements (Business Rules Group) – Steve Griffin

- Business rules committee for the endorsement tasking has not been able to meet yet. Steve Griffin and Joe Sean Kennedy will facilitate the group tasks.

ICS Position Training Foundations Course Reference Guide – Jeff Hice (FEMA)

- Review of the draft ICS Positions Training Foundations Reference Guide which FEMA is developing.

NIMS Alerts

Hank Rowland (FEMA)

6/1/21	IMT Positions
6/8/21	USAR IST (Final Publication)
6/15/21	Resource Management Guide
6/15/21	Incident Complexity Guide
6/22/21	Chemical Operation Support Specialist Recourse Type/PTB
6/29/21	USAR Medical Logistics Resource Types (National Engagement)
7/6/21	Mass Care Resource Type (National Engagement)
7/13/21	Communicatno Emergency Response Resource Types/PTBs
7/20/21	EOC Toolkit
7/27/21	Building Private-Public Partnerships Guide (Final Publications)

Highlighted alerts are recommended most pertinent to the committee.

Glossary Terms

Continue with Glossary terms.

Wrap-up and Next Meeting

Next meeting is on July 20, 2021 @ 1500 EST.