



Operations and Training Committee

Conference Call Notes – July 10, 2019

	Topic	Action Item	Presenter	Notes	Action/Decision
1	Action Log		Shaw / Bender	<ul style="list-style-type: none"> Accepted June CC Notes Reviewed and updated action log 	
2	Subcommittee Updates		IOSC IPSC – Fleming ILC – McCurdy	<ul style="list-style-type: none"> Oakleaf via email: provided feedback to cache that mop up kit use is limited Draft Electronic File Structure: Memo will be sent from NMAC; NWCG staff working with NARA to update records schedule; Kit Unit Chair has guidance and labels for restocking Record Retention Kits Gathering data during summer fire season to start work on IPDs this fall Discussing appropriate group to maintain HRSP position Soliciting additional members Have a call tomorrow regarding transition, including mission, objectives, and membership 	
3	Name Change and Mission Statement	2019-04	Fleming	<ul style="list-style-type: none"> Change name to Incident Position and Standards Committee in October concurrent with release of PMS 310-1 OTC accepts proposed mission and objectives from Executive Board (EB) 	<u>Decision: Approve name change and revised mission and objectives statements</u>
4	Chair and Staff Rotations		Shaw	<ul style="list-style-type: none"> Chair in Boise valuable due to number of meetings that occur there Maintain separate, non-voting Chair; establish Vice-Chair from within membership, with a staggered two-year rotation Transition Chair and Support Staff at same time Shaw will brief EB at July meeting 	
5	Training Certificate Revision	2019-01	Bender	<ul style="list-style-type: none"> Drop hours, session number, and IQCS/IQS number from draft Keep lead instructor relevant qualification and home unit Update will be sent for approval via email by early August 	
6	PMS 310-1		Ellsworth	<ul style="list-style-type: none"> Discussed edits and Present summary of changes to EB in August 	<u>Decision: Approve edits as discussed</u>
7	Draft Intel Task Team Response	2016-24	Shaw	<ul style="list-style-type: none"> Reviewed draft and supported content as is Memo sent 7/10; action item closed 	
8	Round Robin / Wrap Up		OTC		

Next Conference Call**Date:** August 14, 2019**Time:** 0900 MST**Face-to-Face OTC Meeting Schedule****Date:** Week of October 28, 2019**Location:** Texas**Host:** States**Date:** TBD**Location:** TBD**Host:** USFS

Meeting payment schedule rotates as follows:

- NPS
- States
- USFS
- BIA
- BLM
- FWS

OTC Members	Y/N	Associates	Y/N
Steve Shaw (Chair), BLM	Y	Deb Fleming, NWCG Coordinator, BLM	Y
Jesse Bender (Logistics), BLM	Y	Brad Gibbs, Liaison, NIAC, BLM	N
Will Briggs, BLM	Y	Marley Marshall, Advisor, IQCS, BLM	Y
Mike Ellsworth, BLM	Y	Patty Correia, Advisor, IQS, NASF	Y
Stew Richter, USFS	Y	Melissa Wegner, Associate, GATR, USFS	Y
Jill McCurdy, USFS	Y	Jason Steinmetz, Liaison, DOI, OEM	N
Kevin Conn, FWS	Y	Jay Winfield, Advisor, National Training Center, USFS	N
Ross Wise, FWS	N	Jeff Hughes, NWCG Training, BLM	Y
Mike Black, BIA	N	Chris Buhrig, IPSC, USFS	N
Garth Fisher, BIA	N	Ben Oakleaf, IOSC, BLM	N
Jim Shultz, NPS	Y		
Mike Minton, NPS	N		
Jeff Soule, USFA	Y		
Dave Celino, NASF	Y		
Paul Hannemann, NASF	N		
Greg Smith, NASF	N		
Norm McDonald, NASF	N		
Craig Daugherty, IAFC	Y		