

IQCS CHANGE MANAGEMENT BOARD MEETING
April 4 & 5, 2006
FPA Conference Room
Boise, Idaho

ATTENDEES:

Sharon AllenBrick - USFS	Rick Jensen – BLM	Kevin Conn – USFWS
Mark Koontz – NPS	Craig Cook – BIA	Cindy Schafer – IQCS staff
Guy Coldwell – IQCS staff	Blair Young – IQCS staff	Donna Kreienseick – IQCS staff
Greg Jensen – BLM IRM	Janis Reimers – BLM IRM	David Potter - IRMWT
Larry Sutton – BLM		

DECISION SUMMARY

(Copy Decisions here)

MEETING DATES SUMMARY

- April 4, 2006 8:30am – 5:00pm
- April 5, 2006 8:30am – 3:00pm

TOPICS COVERED

See Agenda (Exhibit A)

EXHIBITS ATTACHED

A. Agenda

MEETING CONTENT:

Meeting started at 8:30 a.m. Agenda (Exhibit A) distributed.

1. **Open Meeting**
2. **Acquiring Incident Information from ROSS**

Issue: Incident data may already exist in other applications, ie. ROSS. IQCS allows users to create incident data. This results in redundant data entry by application users.

Discussion: Donna Kreienseick provided a briefing of IQCS and ROSS incident fields and functionality. She went on to discuss the ability to get incident information from ROSS via the existing ROSS/IQCS Interface Project. Guy and Blair would coordinate with ROSS and the PMO to develop an estimate for this effort.

➔ Decision: Acquire Incident Information from ROSS – Board concurred that the ability to get incident information from ROSS would be valuable to IQCS users. As of April 18, 2006 Rick Jensen was informed that the issue of system of record for incident information has been identified and advised not to pursue getting this information from ROSS at this time. Blair Young has been advised.

3. Competency Development, summary of initial efforts

Discussion: Craig Cook briefed the CMB on Core Competency development for Suppression Skill Positions. The efforts are being coordinated with US Fire Administration competency development for other Emergency Support Function (ESF) responders. Eventually these efforts will result in moving Performance Task Books from a performance based system to a competency based system.

4. IQCS staffing

Issue: Current staffing of IQCS will not be able to keep up with the work load when the detail position is lost December 2006.

Discussion: Work load for current IQCS staff has been evaluated by Blair Young. The current staff tasks exceed the hours available during the work year. The possibility of adding one staff member was discussed by the CMB.

➔ **Decision: IQCS staffing – Board concurred that a request be made to the NIFC PMC for an IQCS Training Manager.**

➔ **Action Item No. 123: IQCS staffing** – Rick Jensen in coordination with DOI agency leads will complete a Position Management Committee Proposal Form to be submitted to the PMC for consideration.

Lead: Rick Jensen

Target Completion Date: Position filled by January 2007

4a. IQCS Staff move

Discussion: Greg Jensen informed the CMB and IQCS Staff that a plan is being developed to move the IQCS Staff to building 410-A. A firm timeline has not been established.

5. Number of active files and People Soft license

Issue: The People Soft license fee is based on the number of active files in the IQCS application. The current license is approved for 65,000 active files. IQCS currently has approximately 60,000 files.

Discussion: The numbers were validated by Guy Colwell. It does not appear that the numbers will increase significantly in the short term. The increase in the annual license for an addition 6,500 active files is \$90,000.

➔ **Decision: People Soft license – Board concurred that there is not a need to request an increase for the People Soft license.**

6. George Conley duties

Issue: George Conley left the federal government on March 10, 2006. IQCS needs a project manager to support the application and maintain program documentation.

Discussion: A conference call was held on March 15 with the CMB chair, IQCS staff, and BLM IRM to discuss and recommend action for ensuring that project manager duties are provided for IQCS.

➔ **Decision: Project management duties – BLM IRM will provide interim project management to ensure that the roles and responsibilities of the project management are provided for IQCS. A project manager position will be advertised by FA-263 soon.**

➔ **Action Item No. 125: Project Manager Position** – FA-263 will submit a project manager vacancy announcement to NIFC HR. Part of the position duties will be to provide project management support to IQCS.

Lead: Greg Jensen

Target Completion Date: fall 2006

7. 310-1 update

Discussion: The 2006 310-1 was released in January 2006. IQCS implementation was for the most part complete by the time the 310-1 was released. There are a few positions that still not complete. Task books are not complete and posted/issued. Transition plans from legacy positions to new positions are not complete and/or posted.

8. Adding positions to IQCS

Issue: Requests to add new positions from the field and agencies are received by the IQCS Help Desk and staff.

Discussion: IQCS has a form that is available for documenting requests to add positions to IQCS. A protocol for adding positions was discussed.

➔ **Decision: Adding new positions to IQCS – Board concurred that the following procedure will be followed for adding new agency specific wildland fire positions to IQCS:**

1. **The agency lead will determine if request is appropriate.**
2. **Request will be discussed by IQCS CMB to determine if appropriate for interagency.**
3. **IQCS staff will coordinate request with Position Naming Board to ensure no duplicate position exists.**
4. **If no duplicate position exists the IQCS staff will implement for the agency or as interagency position.**

9. DHS and IQCS

Discussion: DHS has shown considerable interest in IQCS as a template for other ESF's and as added value to the ongoing Credentialing effort. Initial contact with DHS has been to provide information. It has been proposed that IQCS responder information be linked to credentialing systems. From this point forward DHS will coordinate additional request through NWCG. IQCS will be only take action based on direction from NWCG.

10. Request for CMB membership by National Coordinators

Issue: At a National Coordinators meeting, the group discussed and decided to request a field level user be added to the IQCS CMB. It is the National Coordinators belief that as the application evolves all would benefit from having a perspective at the table from the group for whom it was develop.

Discussion: The CMB findings are: The agency leads, USFWS, USFS, BLM, BIA, NPS, all get input from IQCS Account Managers from their respective agencies. The CMB and IQCS staff are IQCS Account Managers and are therefore aware of IQCS performance and functionality on a personal level. The IQCS application provides an automated Help Request Form that IQCS Account Managers across the country use to submit help requests and suggested enhancements to the application. The agency leads receive all the IQCS Help Request Forms as they are submitted by users. The IQCS staff receives input from field users during IQCS user training sessions. All of these avenues of information provide a broad national perspective of IQCS issues.

The question raised by the CMB was, "What can a field IQCS Account Manager bring to CMB meetings that the CMB does not already get through the above avenues?"

➔ Decision: Field level IQCS user on CMB – Board concurred not to accept the offer from the National Coordinators to have an additional member, a field level user, added to the current IQCS CMB membership.

11. IQCS-ROSS Interface Project Update

Discussion: David Potter briefed the CMB on the IQCS-ROSS Interface Project. Business requirements are completed. Technical solution is being scoped by IQCS and ROSS technical specialist. The project process is working well. As with any project initial schedule and cost estimates must be refined as solutions and level of effort are discovered. David Potter had concerns about level of effort, time and money, and impact to IQCS. He will convey these concerns to the IRMWT.

12. SCR Update

Discussion: Blair Young reviewed the SCR list with the CMB. General question and answer session between CMB and IQCS staff. There are current 62 open SCR's that are prioritized. The break down of these SCR's is: 13 High, 23 Medium, and 26 Low. There are 73 closed SCR's.

13. 5109.17 Update

Discussion: The 2006 revision of the 5109.17 was sent to Washington Office week of April 10, 2006 for signature. Document is expected to be released by end of April. 310-1 positions are in the front of chapter 20 and technical specialist positions are in the back of the document. The IQCS staff will closely coordinate with forest service detailers to implement 5109.17 changes in IQCS.

14. Management of invalid converted data

Issue: Some data degradation occurred during data migration from legacy systems to IQCS. The Application Programmer estimates that he spends approximately two hours per day on data correction.

Discussion: IQCS does not allow users to modify converted data that was migrated from legacy systems. This functionality was implemented in an effort to maintain data integrity. Account managers are discovering discrepancies between IQCS, hard copy documentation, and responder testimony. USDA Forest Service has directed that the IQCS file be reconciled with hard copy training and qualifications documentation. USDA Forest Service account managers are submitting data change requests to the IQCS Help Desk. These requests are forwarded to the Application Programmer for resolution once the request has been validated. DOI account managers make similar requests. The areas most affected are training, task books, and positions. The level of effort to resolve these data issues is approximately two hours per day.

➔ **Decision: Invalid Converted Data – Board concurred that users should be allowed to modify some converted data. Task book functionality or access will not be changed.**

➔ **Action Item No. 126: Invalid Converted Data** – IQCS will be changed to allow users to modify legacy system converted data to reconcile discrepancies that exist in responder files.

Lead: Guy Colwell

Target Completion Date: May 15, 2006

➔ **Action Item No. 127: Deleting Invalid Position Policy** – Sharon AllenBrick will develop a policy statement for deleting invalid positions.

Lead: Sharon AllenBrick

Target Completion Date: May 15, 2006

➔ **Action Item No. 128: Invalid Converted Data FAQ** – IQCS will develop an FAQ and post on IQCS home page and send a mass email to users with FAQ and deleting invalid position policy.

Lead: Blair Young

Target Completion Date: May 15, 2006

15. Nomination Work Flow Update

Discussion: The schedule for testing with the Great Basin was delayed because required hardware/software could not be installed at NITC. The installation is to be complete by the end of April. The Great Basin will test the process in fall 2006. The GATR's have been coordinating with Donna Kreiensieck. Craig Cook will be attending the GATR meeting in San Diego the first part of May to provide an update.

16. BEAR positions

Issue: A request to add eleven BEAR positions was submitted by the Department of the Interior National Burned Area Emergency Response Coordinators.

Discussion: The CMB discussed the topic and determined that the request should go to the Incident Operations Working Team (IOSWT).

➔ **Decision: BEAR positions – Board concurred that this request should be submitted to the IOSWT.**

17. Engine Operator (ENOP)

Issue: All agencies have the Engine Operator position. Qualification criteria for all agencies are not the same.

Discussion: It was proposed that if all agencies can agree on the same criteria this position could be changed to an interagency position with a single set of qualifications.

➔ **Decision: Engine Operator (ENOP) – Board concurred that the ENOP qualifications for agencies are not the same. Therefore the position will remain an Agency Specific position maintaining status quo in IQCS.**

18. FEMA Training Courses in IQCS: IS-700 and IS-800

Issue: The field has been asking about the ability to record these courses in IQCS.

Discussion: The CMB decided that inclusion of FEMA courses in IQCS would have to come from the NWCG.

➔ **Decision: FEMA Training Courses in IQCS – Board concurred that the direction to include FEMA Training Courses in IQCS would have to come from NWCG.**

➔ **Action Item No. 129: FEMA Training Courses in IQCS – Contact the Training Working Team to determine if there is pending direction in regards to FEMA Training Courses.**

Lead: Rick Jensen

Target Completion Date: May 15, 2006

19. Resource Advisor (READ) position

Issue: BLM does not have a bureau standard for the READ position.

Discussion: BLM representatives submitted a DRAFT memo outlining the qualifications for READ to the CMB. If approved by the BLM National Operations Committee (NOC) the qualifications will be accepted by BLM. There is not enough concurrence among the agencies to recommend this position as an interagency position.

➔ **Decision: Resource Advisor (READ) position – Board concurred that the READ position will not be an interagency position. BLM will submit request to BLM NOC for consideration.**

20. Request to add Fork Lift Operator (FLOP) to IQCS

Issue: USDA Forest Service requests that Fork Lift Operator be added to IQCS.

Discussion: Discussion and finding similar to topic number 16.

➔ **Decision: Request to add Fork Lift Operator (FLOP) to IQCS – Board concurred that this request should be submitted to the IOSWT.**

21. CMB item from Blair Young

Discussion:

1. FLOP: The training related to FLOP maybe entered in IQCS as an External Course.
2. IQCS User Survey: This task was being pursued by George Conley.
 - ➔ **Action Item No. 130: IQCS User Survey** – Explore methods of acquiring meaningful user survey for IQCS.
 - Lead:** Rick Jensen
 - Target Completion Date:** Update for CMB meeting October 2006
3. TICS and IQCS Training Information:
 - ➔ **Action Item No. 131: TICS and IQCS Training Schedule Information** – Continue to coordinate with National Advanced Fire & Resource Institute (NAFRI) for training schedule information sharing.
 - Lead:** Donna Kreiensieck
 - Target Completion Date:** Update for CMB meeting October 2006
4. NPS All-Hazard DRAFT Qualification System Guide:
 - ➔ **Action Item No. 132: NPS All-Hazard DRAFT Qualification System Guide** – Continue to coordinate with NPS on this topic.
 - Lead:** Mark Koontz
 - Target Completion Date:** Update for CMB meeting October 2006
5. Federal Interagency Wildland Firefighter Medical Qualification Standard, Comprehensive Heath System (CHS)/Client Access System (CAS) and IQCS: A request has been submitted to provide CHS/CAS information to IQCS using a daily data transfer from CHS/CAS to IQCS in order to validate responder's medical standard compliance. This would not be a system interface. There is currently no funding identified for this task. Tentative schedule is for testing in FY2006 with implementation on January 1, 2007.
 - ➔ **Action Item No. 133: Federal Interagency Wildland Firefighter Medical Qualification Standard, Comprehensive Heath System (CHS)/Client Access System (CAS) and IQCS** – This request will be submitted to the IRMWT for consideration and then to NWCG for direction. IQCS would provide estimates for task.
 - Lead:** Rick Jensen
 - Target Completion Date:** Update for CMB meeting October 2006

22. Contractor Status

Discussion: All current IQCS contract positions are funded through the end of the fiscal year.

23. SCR Summary

This is a duplicate agenda item. See number 12 above.

24. Interagency Fire Program Management (IFPM) and IQCS

Discussion: The IFPM module and associated training module was demonstrated by Mark Koontz. No completion date has been determined. IQCS staff continues to work on this task.

25. DOI HR data

Discussion: DOI employee HR data has not been acquired for addition to IQCS.

➔ **Action Item No. 134: DOI HR data** – Continue to work with DOI to acquire needed HR information.

Lead: Rick Jensen

Target Completion Date: Update for CMB meeting October 2006

26. Director Perspective

This topic was deleted from the agenda.

27. BLM SEAT transition to SEMG Single Engine Air Tanker Manager

Discussion: IQCS staff and BLM reviewed and implemented Single Engine Air Tanker Manger position transition.

28. Next CMB conference call

May 24 10:00am MST

29. Next CMB meeting

October 3 – 4, 2006 at the Idaho State Office.

Meeting ended at 3:45 p.m.



EXHIBIT A



**IQCS
Change Management Board Meeting
Agenda**

**Boise, Idaho
BLM State Office
April 4 – 5, 2006
8:30 am**

	<input checked="" type="checkbox"/> Chair Rick Jensen <input checked="" type="checkbox"/> BIA Craig Cook <input checked="" type="checkbox"/> NPS Mark Koontz <input checked="" type="checkbox"/> USFS Sharon AllenBrick <input checked="" type="checkbox"/> FWS Kevin Conn <input checked="" type="checkbox"/> OF&A Greg Jensen <input type="checkbox"/> PMO _____ <input checked="" type="checkbox"/> BLM Larry Sutton	IQCS Project Manager <input type="checkbox"/> IQCS Team Members: <input checked="" type="checkbox"/> Blair Young <input checked="" type="checkbox"/> Donna Kreiensieck <input checked="" type="checkbox"/> Cindy Schafer <input checked="" type="checkbox"/> Guy Colwell <input type="checkbox"/> Stephen Jones Guests <input checked="" type="checkbox"/> David Potter – IRMWT <input type="checkbox"/> Don Lee – BLM Security <input checked="" type="checkbox"/> Janis Reimers – BLM	
<input type="checkbox"/>	Agenda Items	Rick Jensen	
1	<input type="checkbox"/> Open Meeting	Rick Jensen 10 minutes	
2	<input type="checkbox"/> Acquiring Incident Information from ROSS Decision	Donna Kreiensieck 20 minutes	
3	<input type="checkbox"/> Competency Development, summary of initial efforts Information	Craig Cook 20 minutes	
4	<input type="checkbox"/> IQCS Staffing Decision	Blair Young 30 minutes	
4a	<input type="checkbox"/> IQCS Staff Move Information	Greg Jensen 10 minutes	
5	<input type="checkbox"/> Number of active files and PeopleSoft License Decision	Rick Jensen 20 minutes	
6	<input type="checkbox"/> George Conley duties Information	Rick Jensen 30 minutes	

7	<input type="checkbox"/> 310-1 Update Information	Blair Young 40 minutes
8	<input type="checkbox"/> Adding positions to IQCS see Blair Young email forward from Sharon AllenBrick 03/02/2006 Decision	Blair Young 30 minutes
9	<input type="checkbox"/> DHS-IQCS Information	Rick Jensen 15 minutes
10	<input type="checkbox"/> National Coordinators recommend adding a field IQCS user to CMB Decision	Rick Jensen 20 minutes
11	<input type="checkbox"/> IQCS-ROSS Interface update Information	David Potter 40 minutes
12	<input type="checkbox"/> SCR's update Information	Blair Young Guy Colwell 30 minutes
13	<input type="checkbox"/> 5109.17 update Information	Sharon AllenBrick 20 minutes
14	<input type="checkbox"/> User management of "invalid" responder data Decision	Blair Young 15 minutes
15	<input type="checkbox"/> Nomination Work Flow update Information	Blair Young 15 minutes
16	<input type="checkbox"/> BEAR Positions Decision	Kevin Conn 20 minutes
17	<input type="checkbox"/> ENOP Decision	Rick Jensen Blair Young 20 minutes
18	<input type="checkbox"/> Request to add FEMA Courses to IQCS: IS-700 and IS-800 Decision	Sharon AllenBrick 20 minutes
19	<input type="checkbox"/> READ – BLM memo to establish qualification criteria. Information and/or Decision	Rick Jensen 10 minutes
20	<input type="checkbox"/> Request to add FLOP – Fork Lift Operator to IQCS for all-hazard assignments Decision	Sharon AllenBrick 20 minutes

21	<input type="checkbox"/> CMB items from Blair email 03/30/2006 Information and Decision	Blair Young 10 minutes
22	<input type="checkbox"/> Contractor Status Information	Blair Young 10 minutes
23	<input type="checkbox"/> SCR summary Information	Blair Young 10 minutes
24	<input type="checkbox"/> IFPM Demo Information	Mark Koontz 10 minutes
25	<input type="checkbox"/> DOI data Decision	Rick Jensen 10 minutes
26	<input type="checkbox"/> Director Perspective Information	Rick Jensen 10 minutes
27	<input type="checkbox"/> BLM SEAT transition to SEMG Single Engine Air Tanker Manager Decision	Rick Jensen 10 minutes
28	<input type="checkbox"/> Next CMB conference call Decision	Rick Jensen
29	<input type="checkbox"/> Next CMB conference call Decision	Rick Jensen

EXHIBIT B

