

IQCS CHANGE MANAGEMENT BOARD MEETING

November 9-10, 2009

Boise, Idaho

ATTENDEES:

| | | |
|-------------------------|---------------------|---------------------------------|
| Ginny Farr BLM | Merrie Johnson-USFS | Mark Koontz - NPS |
| Kevin Conn - USFWS | Craig Cook - BIA | Mike Morgen - IQCS |
| Guy Coldwell - IQCS | Ted Mason - BLM | Cindy Schafer - IQCS |
| Janis Reimers – BLM IRM | Carol Saras PMO | David Potter – IRM Working Team |
| Mike Ellsworth BLM0 | | |

ACTION ITEMS

Action Item No. 237: Alternate Identifier – Draft letter supporting the process for alternate identifier and submit to the ITC committee

Lead: Craig Cook

Target Completion Date: January 14, 2010

Action Item No. 238: Request for Enrollment information to be posted to the web – Draft a short paper describing the proposed action and the benefits this information will provide to the training community

Lead: Madonna Lengerich

Target Completion Date: November 30, 2009

Action Item No. 239: Request for Enrollment information to be posted to the web—Distribute completed paper to Agency leads so they may confer with their agencies regarding the information request.

Lead: Craig Cook

Target Completion Date: January 1, 2010

Action Item No. 240 First Responder Course Create the new First Responder and Refresher course under the “N” curriculum for national interagency use “R” for refresher course.

Lead: Michael Morgen

Target Completion Date: January 14, 2009

Action Item No. 241 Review Proposed Changes to the Red Card; Modify Qualification Card Report to allow display of expiration date of fitness and RT-130 when not required by a position but are current.

Lead: Guy Colwell

Target Completion Date: February 14, 2009

Action Item No 242 Position Naming Board Functions and Processes Rewrite the IQCS document Requesting a Position.

Lead: Michael Morgen, with Michael Ellsworth

Target Completion Date: March 17, 2010

Action Item No 243 Agency Specific Task books Review Agency task books and edit delete as appropriate coordinate with Michael Morgen

Lead: Agency Leads

Target Completion Date: January 30, 2010

Action Item No 244 ATBM and FWBM Qualifications and Task books: Review IATBOG when it is revised this spring. Include on March CMB agenda

Lead: Michael Ellsworth

Target Completion Date: March 2010

Action Item No. 245 Agency Leads IQCS MOU document and send proposed changes Janis Reimers.

Lead: Agency Leads

Target Completion Date: January 4, 2010

MEETING DATES SUMMARY

- IQCS Change Management Board Meeting, November 9-10, 2009

TOPICS COVERED

- 1 Alternate Personal Identifier Concept Update
- 2 Request for Enrollment information to be posted to Web
- 3 ROSS/IQCS Experience Interface Update
- 4 IQCS Life Cycle Management Update
- 5 First Aid Courses in IQCS
- 6 Review Proposed Changes to Red Card
- 7 Position Naming Board Functions and Processes
- 8 IQCS Role in support of annual IQCS training
- 9 Agency Specific Task Books
- 10 ATBM and FWBM Qualifications and Task Books
- 11 Review of IQCS MOU

EXHIBITS ATTACHED

- A. Agenda

MEETING CONTENT:

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

12 Alternate Personal Identifier Concept Update

Discussion: Don Lee provided a briefing regarding the continued effort to eliminate or reduce the use of (SSN) in agency systems and programs. The impetus for this effort is direction provided by the OMB to identify practices that greatly reduce the risks related to a data breach of personally identifiable information. At our last meeting Don provided a concept paper that outlined a systematic approach to developing an identifiable number for individuals in our systems without using the full SSN. The proposal included the use of the last four digits of the SSN in combination with last name and date of birth as a starting point. This data would be entered in to a computer logarithm resulting ultimately in a unique identifier that will not be able to be reverse engineered and will provide adequate protection to the individual's Personally Identifiable Information. Since the last meeting this method has been tested and has been found to be a reliable method for safe guarding PII information. The Board endorsed the work that has been done so far and sees it as a viable alternative to use when considering the communication needed for the Incident Medical Standards Program and the IQCS.

- ➔ **Action Item No. 237 Alternate Personal Identifier Concept Update** – Draft letter to the ITC committee endorsing the process developed regarding the use of the Alternate Personal Identifier
- ➔
- ➔ **Lead:** Craig Cook
- ➔ **Target Completion Date:** January 1 2010

2. Request for Enrollment information to be posted to Web.

Issue: The Great Basin Training Center and other training centers would like to have IQCS send information to the web person in Redmond with up-to-date information regarding students name unit id and enrollment status so it may be posted to a web site so students can check to see their status. With regard to the proposed posting of information it does not violate Privacy Act regulations. However, the board decided that they should review the request with their respective privacy act specialists for their agencies prior to implementation.

➔ **Action Item No. 238: Request for Enrollment information to be posted to the web** – Draft a short paper describing the proposed action and the benefits this information will provide to the training community

Lead: Madonna Lengerich

Target Completion Date: November 30, 2009

Action Item No. 239: Request for Enrollment information to be posted to the web—Distribute completed paper to Agency leads so they may confer with their agencies regarding the information request.

Lead: Craig Cook

Target Completion Date: January 1, 2010

3. ROSS/IQCS Experience Interface Update Issue:

Discussion: Mark Koontz provided the board with a review of the history of the proposal to receive experience data in IQCS from ROSS. The process began in 2007 with an initial conference call where it was agreed that the exchange of experience information from ROSS to IQCS would be desirable. In May of 2009 a draft memo to the IRMWT was distributed for comment. A cost estimate of 63,860.00 was included in the memo. Recently NWCG has reorganized and is initiating a new IT investment process. The new process has the Information Technology committee in a role as reviewer of the Proposal Package and requires several more rather lengthy steps. Factoring in the estimated costs, time needed to design and develop the interface, where IQCS is in its life cycle, and the needed improvements to communications between Isuite and ROSS, the consensus of the board was to not pursue this interface.

Decision: The board decided to not pursue the interface between ROSS and IQCS.

4. IQCS Life Cycle Management Update

Discussion: Recent decision regarding Oracle's ability or desire to support the People Soft Applications has occurred. This may provide IQCS with support for a longer period. Currently we are planning on Oracle support of IQCS until 2011. In the summer of 2010 IQCS will go through an upgrade to a new version of people soft. If the upgrade is successful it will include support until 2014. In addition John Noneman project manager has requested funding from NWCG to begin exploring replacement options for IQCS as it nears the end of its life cycle.

5. First Responder Course

Issue: The BLM wishes to add a First Responder course to reflect the 40 hours required from the DOT, EMS, and Job position Description for California BLM Engine Captains, Engine Operators, and Helitack Supervisors. The current course in IQCS (*First Aid Multimedia*) does not accurately reflect the 40 hours of annual requirement. First Responder is a higher skill level than Basic First Aid (4 hours) required for all firefighters. The *First Responder* requirements are currently not being tracked in any government system, including DOILEARN. The *First Aid Multimedia* lacks any description of the course content or hour requirements.

Discussion: The Forest Service also has a need to meet this requirement in the state of California and submitted a similar request. The board while hesitant to build courses that are not directly tied to a position codes in IQCS recognized the unique relationship that first aid and responder courses have to the field going firefighter. Since IQCS account managers will be asked to track and report on these courses the board felt it reasonable to create a course representation that would aid the account manager. The board agreed to build two new courses *First Responder* and *First Responder Refresher*. The board agreed that they would not associate an exact duration or time, thereby allowing more flexibility in the use of these courses nationally. Further since these courses are utilized on an interagency basis the courses will be created under the “N”, for National curriculum, and “R” for the refresher component of the First Responder Course.

Decision: The Board approved the creation of two new courses to be created; First Responder and First Responder Refresher. The Board agreed that the hour requirement would not be included. The Board agreed to modify the title of *First Aid Multimedia* to *Basic First Aid* to clearly distinguish this course as the most common first aid course completed by fire fighters.

Action Item No. 240 First Responder Course Create the new First Responder and Refresher course under the “N” curriculum for national interagency use “R” for refresher course.

Lead: Michael Morgen

Target Completion Date: January 14, 2009

7. Review Proposed Changes to the Red Card

Issue: Request from the field to modify the Qualification Card report to display the expiration dates for fitness and RT-130 even though they may not be required for a position listed on the qualification card.

Decision: The Board endorsed the modification to the qualification card report to allow for fitness and RT-130 expiration dates to print when not required by a position but are current.

Action Item No. 241 Review Proposed Changes to the Red Card; Modify Qualification Card Report to allow display of expiration date of fitness and RT-130 when not required by a position but are current.

Lead: Guy Colwell

Target Completion Date: February 14, 2009

8. Position Naming Board Functions and Processes

Issue: Micheal Morgen presented and overview of the functions of the Position Naming Board in an effort to find workable methods that can be applied by the IQCS CMB to strengthen the process by which new positions request get processed, vetted and ultimately established.

Decision: The Board agreed that the approval for new positions should rest with the newly created Operations and Work Force Develop Committee. Agencies may create agency specific positions but these should be introduced through the OWDC so all agencies are aware of the new position and have an opportunity to collaborate and coordinate on their implementation..

Decision: The Board agreed that the role of the IQCS CMB should be focused on the technical issues, review, advice, surrounding the implementation of the positions, following the established business rules.

Action Item No 242 Position Naming Board Functions and Processes Rewrite the IQCS document Requesting a Position.

Lead: Michael Morgen, with Michael Ellsworth

Target Completion Date: March 17, 2010

9. IQCS Support of Annual IQCS training

Discussion: Each training season IQCS training is conducted around the country. These courses are coordinated and cadres are selected primarily by the Geographic training centers. Some areas have reported that they may be losing some of their experienced instructors due to job changes moves etc. The Board felt that the Geographic Training Centers have been doing a good job coordinating the annual offerings of training. The Board members advised that they would be happy to help locate instructors from their respective agencies if requested by a Geographic Training Center.

10. Agency Specific Task books

Issue: Agency Specific task books are now posted on the NWCG web site providing one stop shopping for employees searching for task books for non-310-1 positions. While this is an improvement we need to ensure that if an agency has task book on the web site it is represented by the official task book requirement in IQCS.

Discussion: The Board agreed that each agency lead will review the agency task books on the web and remove those that don't apply to their agency.

Action Item No 243 Agency Specific Task books Review Agency task books and edit delete as appropriate coordinate with Michael Morgen

Lead: Agency Leads

Target Completion Date: January 30, 2010

11. ATBM and FWBM Qualifications and Task books.

Discussion: The latest version (2007) of the Interagency Airtanker Base Operation Guide (IATBOG) defines the position requirements for the ATBM and the FWBM. To supplement the qualifications, the FS and the BLM have agreed on an interagency approved PTB (2009). The IATBOG is scheduled to be revised this spring.

Decision: The Board agreed to wait until the newest version of the Guide is signed this spring before creating adding new position criteria. This topic should be considered by the new Operations and Workforce Development Committee.

Action Item No 244 ATBM and FWBM Qualifications and Task books.: Review IATBOG when it is revised this spring. Include on March CMB agenda

Lead: Michael Ellsworth

Target Completion Date: March 2010

12 Review Interagency MOU

Issue: Review the IQCS Interagency MOU. The MOU is slated to expire in 2010 we need to determine what if anything needs to be done before renewing the agreement.

Action Item No. 245 Agency Leads review document and send proposed changes Janis Reimers.

Lead: Agency Leads

Target Completion Date: January 4, 2010

➔ Decision: Next IQCS CMB Meeting – Board concurred that the next IQCS CMB Meeting would be held on March 30-31 2010 in Boise Idaho



EXHIBIT A

**IQCS
Change Management Board
Agenda**

November 9-10 2009

NIFC Salmon River Room



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|--------------------------|--|--|
| <input type="checkbox"/> | Roll Call | |
| | <p style="text-align: center;">Agency Leads</p> <p><input type="checkbox"/> BIA Craig Cook</p> <p><input type="checkbox"/> NPS Mark Koontz</p> <p><input type="checkbox"/> USFS Merrie Johnson</p> <p><input type="checkbox"/> FWS Kevin Conn</p> <p><input type="checkbox"/> BLM Ted Mason</p> <p style="text-align: center;">Guests;</p> <p><input type="checkbox"/> IRMWT David Potter</p> <p><input type="checkbox"/> IOSWT Vince Mazzier</p> <p><input type="checkbox"/> BLM Mike Ellsworth</p> <p><input type="checkbox"/> BLM Don Lee</p> | <p style="text-align: center;">IQCS Staff</p> <p><input type="checkbox"/> Mike Morgen</p> <p><input type="checkbox"/> Cindy Schafer</p> <p><input type="checkbox"/> Guy Colwell</p> <p><input type="checkbox"/> Doug Freeman</p> <p style="text-align: center;">BLM OF&A IRM</p> <p><input type="checkbox"/> John Gebhard</p> <p><input type="checkbox"/> Janis Reimers</p> <p><input type="checkbox"/> Greg Jensen</p> |
| <input type="checkbox"/> | Agenda Items | |
| | Introductions | 0830 |
| 1 | <input type="checkbox"/> Alternate Personal Identifier Concept Update | 0900/ Lee |
| | Information | |
| 2 | <input type="checkbox"/> Request for Enrollment information to be posted to Web. | 0930/ Lengerich |
| | Discussion/Decision | |
| 3 | <input type="checkbox"/> ROSS/IQCS Experience Interface Update | Koontz/Potter |
| | Discussion Decision | |
| 4 | <input type="checkbox"/> IQCS Life Cycle Management Update | Reimers |
| | Information | |
| 5 | <input type="checkbox"/> Training in IQCS not addresses in FMCC | Morgen |
| | Information-Discussion-Decision | |
| 6 | <input type="checkbox"/> First Aid Courses in IQCS | Mason |
| | Discussion/Decision | |

| | | |
|----|--|-----------|
| 7 | <input type="checkbox"/> : Review Proposed Changes to the Red Card Discussion Decision | Colwell |
| 8 | <input type="checkbox"/> Position Naming Board Functions and Processes information | Morgen |
| 9 | <input type="checkbox"/> IQCS CMB Role in Support of Annual IQCS Training Discussion Decision | Cook |
| 10 | <input type="checkbox"/> Agency Specific Task books Discussion Decision | Morgen |
| 11 | <input type="checkbox"/> ATBM and FWBM Qualifications and Task books Discussion Decision | Ellsworth |
| 12 | <input type="checkbox"/> Review Interagency MOU | Morgen |
| 13 | <input type="checkbox"/> Bin Items | Cook |
| 14 | <input type="checkbox"/> Review Action Log Review | Cook |
| 15 | <input type="checkbox"/> Review SCR List Decision | Colwell |

| Round Robin | Team |
|---|------|
| <input type="checkbox"/> BLM | |
| <input type="checkbox"/> BIA | |
| <input type="checkbox"/> NPS | |
| <input type="checkbox"/> USFS | |
| <input type="checkbox"/> FWS | |
| <input type="checkbox"/> OF&A | |
| <input type="checkbox"/> IQCS Project Manager | |
| <input type="checkbox"/> Mike Morgen | |
| <input type="checkbox"/> John Gebhard | |
| <input type="checkbox"/> Janis Reimers | |

| | |
|--------------------------|------------------|
| <input type="checkbox"/> | Cindy Schafer |
| <input type="checkbox"/> | Guy Colwell |
| <input type="checkbox"/> | Doug Freeman |
| <input type="checkbox"/> | Guest |
| <input type="checkbox"/> | Guest |
| <input type="checkbox"/> | Close out |