IQCS CHANGE MANAGEMENT BOARD MEETING
April 29, 2010
Boise, Idaho

ATTENDEES:

	Merrie Johnson-USFS	Mark Koontz - NPS
Kevin Conn - USFWS	Craig Cook - BIA	Mike Morgen - IQCS
Guy Coldwell - IQCS		Cindy Schafer - IQCS
Janis Reimers – BLM IRM		David Potter – IRM Working Team
Mike Ellsworth BLM0		

ACTION ITEMS

Action Item No. 246 Lifecycle Management Update– Provide demonstration of new version of IQCS at the Fall Meeting
Lead: Janis Reimers
Target Completion Date: November 2010

Action Item No. 247 Instructor Requirements Checking in IQCS   Change label at the instructor matching tab to read lead instructor requirements to add clarity for the user. Also change label on the course table where instructor prerequisites are entered.
Lead: Guy Colwell
Target Completion Date: September 30, 2010

Action Item No. 248 Instructor Requirements Checking in IQCS   Review hard coded instructor prerequisites at the course table compare to those in the Field Managers Course Guide and correct as necessary.
Lead: Michael Ellsworth with Craig Cook and Michael Morgen
Target Completion Date: September 30, 2010

Action Item No.249 Review Process for New Position Request Send draft of OWDC Change Management Form when available.
Lead: Michael Morgen
Target Completion Date: August, 2010

Action Item No. 250: Coordinate with Madonna Lengerich to design batch report that is sent to Web Master in Redmond so it may be posted to web.
Lead: Guy Colwell
Target Completion Date: July, 2010

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MEETING DATES SUMMARY
- IQCS Change Management Board Meeting, April 2010

TOPICS COVERED

EXHIBITS ATTACHED
A.   Agenda

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

1. Lifecycle Management Update

Discussion: Janis Reimers provided information regarding the new developments affecting the ongoing maintenance and use of the IQCS. Oracle Corporation has recently offered new upgrades for PeopleSoft applications allowing IQCS to continue to get updated tool packages to continue to use the application. In the past Oracle had planned to discontinue application support for PeopleSoft applications. The result of Oracles changes will allow NWCG to adequately support and use the IQCS through 2017. To implement this strategy will require that IQCS go through two updates to the application. These updates will include changes to the look and feel of the application and so will have some impact on the users. IQCS will notify and mitigate changes that will affect users. The IQCS staff will provide a demonstration of the updated IQCS at the next Change Management Meeting Fall 2010.

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Target Completion Date: November 2010

2. Alternate Procession for IQCS.

Discussion: Janis Reimers discussed the developments regarding alternate processing plans for IQCS. Alternate processing is implemented to allow the continued operations of the application in the event that regular application processing is interrupted due to some disturbance such as a power failure. The IQCS application is currently rated as moderate sensitivity. In 2008 the IQCS severs were moved to NIFC from NITC, Kansas City. This move provided a $150,000 savings to IQCS. In 2009 IQCS purchase hardware that will be configured in Denver at the National Business Center. In September 2010 this hardware will be loaded with a current version of IQCS to act as our fail over back-up if application service is interrupted at NIFC. The cost to maintain this alternate processing site is $ 5000 per year.

3.   Training and Qualifications Records Retention Requirements.

Discussion: Kevin Conn led the discussion exploring the possibility of moving towards the adoption of digital records in place of some of the hard copy records we now keep for training and qualifications requirements.

4   Instructor Requirements Checking in IQCS

Issue: : IQCS allows a training officer to check competencies of a prospective instructor against what has been entered in at the course table defining instructor prerequisites. The system only allows one set of requirements while the NWCG Field Manager Course Guide defines two levels i.e., Lead Instructor, and Unit Instructor. At the time of development the design team chose to apply the Lead instructor

requirements. We propose that the most efficient use of this function would be by coding the system to check the unit instructor prerequisites

Discussion: The board members pointed out that since it is always required to have a lead instructor if we have to choose one level of instructor to check for position requirements it should be the lead instructor.

Decision: The Board agreed to continue to have the lead instructor prerequisites displayed and applied in the system.

Action Item No. 247 Instructor Requirements Checking in IQCS   Change label at the instructor matching tab to read lead instructor requirements to add clarity for the user. Also change label on the course table where instructor prerequisites are entered.
Lead: Guy Colwell
Target Completion Date: September 30, 2010

Action Item No. 248 Instructor Requirements Checking in IQCS   Review hard coded instructor prerequisites at the course table compare to those in the Field Managers Course Guide and correct as necessary.
Lead: Michael Ellsworth with Craig Cook and Michael Morgen
Target Completion Date: September 30, 2010

5.   **Review Process for New Position Request**

Discussion: At the last CMB Meeting the board discussed the issues surrounding how and when position creation request come to the IQCS CMB. Michael Morgen explained that the NWCG, Operations and Workforce Committee is taking steps to establish a clear process for all proposed changes additions etc, to the either training or qualification related topics. The OWDC Committee is developing a single form to capture all proposed changes . This new form should help illustrate to the field a clear and concise method by which they can propose changes to our qualification system.

Action Item No.249 Review Process for New Position Request Send draft of OWDC Change Management Form when available.
Lead: Michael Morgen
Target Completion Date: August, 2010

6.   **Update form Forest Service Representative**

Discussion: Merrie Johnson, Director of NAFRI, interim Forest Service Representative to IQCS, provided update regarding recent developments for her agency. Sharon Allen-Brick has been selected as the new Region 5 California Training Officer.

An interagency group recently conducted a study of interagency fire training to determine total hours and dollars invested in safety training. The study analyzed the NWCG curriculum to determine a ratio for each course that is devoted to safety related topics.

In the future there may be a push to develop plans to integrate the training information held in IQCS with the Learning Management Systems of our two Departments i.e., Ag Learn, and DOI Learn. Currently due to the impending PeopleSoft upgrades we are in a modifications freeze. The Board recognizes that future developments could include providing training information up to our respective Department's LMSs.

The 5109-17 is in Washington DC working its way through the directives system for approval. It is estimated that the new changes in this version of the 5109-17 will not be entered by the USFS in IQCS until September 21010.

The new Forest Service Training Officer Position should be filled soon and be able to participate in our next IQCS Change Management Board Meeting.

7.   Medical Standards Update

Discussion: Chad Fisher, Risk Management Committee Representative, discussed with the Board recent developments for the Medical Standards Program.

A new contractor has been selected and is currently working toward the implementation of the program. One of the requirements of the MSP contract is to provide a unique identifier for each participant in the program. . The MSP is using interim standards for DOI arduous firefighters until the contractor has completed development of the automated system for scheduling and reporting medical exams.

A new program lead, Kaili McCray was selected to lead the Medical Standards Program. The Board recommended that Kaili McCray meet with Don Lee, and Janis Reimers in the future to discuss issues related to the planned information sharing between IQCS and MSP.

8.   Request for Enrollment information to be posted to the web

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.

Decision: Board approved proposal to post limited enrollment information to the web.

➔   **Action Item No. 250:** Coordinate with Madonna Lengerich to design batch report that is sent to Web Master in Redmond so it may be posted to web.
        Lead: Guy Colwell
        Target Completion Date: July, 2010

9.   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.

10   Bin Items

Decision: Agency Task Books

Decision: Responders who have completed RX300 will get credit for RX301 and RX341 with CMB justifications reason

Craig and Mike to develop language
Koontz will check w/NPS Fuels Specialist

➔ **Decision: Next IQCS CMB Meeting – Board concurred that the next IQCS CMB Meeting would be held on November 2-3 2010 in Boise Idaho**

IQCS
Change Management Board
Agenda

April 29, 2010

NIFC Shopai Building
Raleigh Atkins Room

☐ **Roll Call**	
Agency Leads **IQCS Staff** ☐ **BIA** **Craig Cook** ☐ **Mike Morgen** ☐ **NPS** **Mark Koontz** ☐ **Cindy Schafer** ☐ **USFS** **Merrie Johnson** ☐ **Guy Colwell** ☐ **FWS** **Kevin Conn** ☐ **Doug Freeman** ☐ **BLM** **Mike Ellsworth** **BLM OF&A IRM** **Guests;** ☐ **ITC David Potter** ☐ **John Gebhard** ☐ **IOSWT Vince Mazzier** ☐ **Janis Reimers** ☐ **BLM Ginny Farr** ☐ **Greg Jensen** ☐ **BLM Don Lee**	
☐ **Agenda Items**	
Introductions	**0800**
1 ☐ **IQCS lifecycle Management Update** **Information**	**0830/ Janis Reimers**
2 ☐ **Alternate Processing for IQCS** **Information**	**0845/ Janis Reimers**
3 ☐ **NWCG Training and Qualification Records Retention Requirements** **Discussion**	**Kevin Conn**
4 ☐ **Instructor Requirements checking in IQCS** **Discussion Decision**	**Michael Morgen**
5 ☐ **Review Process for New Position Requests** **information**	**Michael Morgen/Michael**

		Ellsworth
6	☐ **Update from Forest Service Representative**	**Merrie Johnson** 30 min.
7	☐ **Medical Standards Update** **Discussion/Information Sharing**	**Chad Fisher** *(SHWT)* **1100 Thursday April 29th**
8	☐ **ATBM and FWBM Qualifications and Task books** **Update information**	**Ellsworth**
9	☐ **Posting course info to training web sites** **Decision**	**Cook**
10	☐ **Bin Items**	**Cook**
11	☐ **Review Action Log** **Review**	**Cook**
12	☐ **Review SCR List** **Decision**	**Colwell**

13	**Round Robin**	**Team**
	☐ BLM	
	☐ BIA	
	☐ NPS	
	☐ USFS	
	☐ FWS	
	☐ OF&A	
	☐ IQCS Project Manager	
	☐ Mike Morgen	
	☐ John Gebhard	

☐ Janis Reimers	
☐ Cindy Schafer	
☐ Guy Colwell	
☐ Doug Freeman	
☐ Guest	
☐ Guest	
☐ **Close out**	