

**IQCS CHANGE MANAGEMENT BOARD MEETING**  
**November 29-December 1, 2010**  
**Boise, Idaho**

**ATTENDEES:**

Kevin Conn - USFWS	Merrie Johnson-USFS	Mark Koontz - NPS
	Jill McCurdy	
Guy Coldwell - IQCS	Craig Cook - BIA	Mike Morgen - IQCS
Janis Reimers – BLM IRM	Russ Babiak	Cindy Schafer - IQCS
Mike Ellsworth BLM0		

**ACTION ITEMS**

**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 ongoing progress on the scheduled PeopleSoft upgrades. The upgrade process is on the schedule established and reported on at the last meeting. Guy Colwell, Application Programmer stated that the new version of PeopleSoft application utilizes “profiles” in place of the competency management that we are currently familiar with and because of this change the upgrade is more complex than anticipated. The programmers are working to make the application upgrade as seamless as possible to our current users.

**2. Alternate Proccession for IQCS.**

**Discussion:** Janis Reimers provided an update to the Board regarding the IQCS Alternate Processing (Disaster Recovery)

The purpose of the Alternate Processing is to allow the IQCS in the event there is damage to the primary server structure to be shifted to an alternate site which will allow continuing access and use of the system. Installation of the alternate system servers at the hosting site was completed by NIFC-BLM

staff the week of September 27- October 1, 2010. Initial fail over to the alternate location was conducted on November 13 2010. IQCS was operational utilizing the alternate site for one week ending November 19 when IQCS was transitioned back to the primary site at NIFC. The testing of the Alternate Processing site was a success. The goal of the Alternate Processing is to provide the continuing access to the IQCS within 72 hours of system failure at the primary NIFC site.

### **3. FEMA IQCS Pilot Project Briefing.**

**Discussion:** In August of 2010 FEMA requested from NWCG and provided funding to examine the IQCS to determine its feasibility as an application to manage the qualifications of their employees. Once the request was approved by NWCG leadership, the BLM as the owner of the IQCS system took the lead in assisting FEMA with the development of a pilot project to test FEMA's requirements. In October of 2010 an initial planning meeting was conducted to scope out the requirements for the FEMA/IQCS pilot project. The BLM utilizing the funding provided from FEMA has contracted a Business Analyst, Eric Shankel, and is planning to advertise a detail opportunity to fill a project manager for the project. The project is currently in process and testing of the pilot is scheduled for the summer of 2011. A key component of the IQCS/FEMA pilot was the decision that the pilot will be run on a separate instance from our current production model therefore any modifications to the pilot instance will not interfere with the IQCS production. Although FEMA has their own funding, task group, and business analyst, there will still be some impact to the workload of our existing staff.

### **4 Update DOI All Hazard Qualification Guide**

**Discussion:** In the past the Board has discussed the desire of the DOI to develop an All Hazards Guide and manage the qualifications in IQCS. In the past few months following the Oil Spill response in the Gulf of Mexico there has been a renewed desire on the part of the DOI to move forward on the program. The Board had a lengthy discussion regarding, possible issues, ramifications, and business rules development needed to manage qualifications successfully. However much of the discussion is still just speculative until we have been tasked with an action from the Parent Organization either the OWDC committee or NWCG. The Board agreed to continue to ensure their respective Fire Directors were updated to developments regarding the All Hazard area.

### **5. OWDC Proposed Changes to positions that provide currency in the 310-1**

**Discussion:** Michael Morgen briefed the Board regarding the Operations and Workforce Development Committee beginning the process of making changes to the logic that defines what additional positions maintain currency for a given position in the Wildland Fire Qualifications Guide, PMS 310-1. The positions at issue are those that are defined as the "higher positions" for which a given position was a prerequisite somewhere in its hierarchy e.g., FFT2 the lower position is maintained by OSC1 when a responder enters a qualifying experience for OSC1. If this modification is ratified by the OWDC this spring the IQCS staff may need help from some of the members of the board to implement those changes in the application.

### **6. Update from Forest Service Representative**

**Discussion:** Jill McCurdy is the new Training Officer for the Forest Service and is transitioning with Merrie Johnson as the USFS representative on the on the IQCS Change Management Board. Together Jill and Merrie presented a number of issues that have been brought to them by Forest Service users since our last CMB Meeting. For the notes purposes we will include only those that required an action or decision from the Board.

**Issue:** Course request to document completion of Apprenticeship Academy for tracking purposes.

**Decision:** Board approved creation of Apprenticeship Academy course.

**Action Item No XXX Apprentice Academy Course** Merrie Johnson to complete course request forms and work with Michael Morgen to add PFTC courses to IQCS

**Lead:** Merrie Johnson

**Target Completion Date:** January 1, 2011

**Issue:** Problem with qualifications for RXB2 FS, RX300 still required but course is retired.

**Decision:** Award FS who have completed RX300 with RX301 and RX 341. Also code RX301 to award RT300FS when responder completes training.

**Action Item No XXX FS RX300/ RT300FS Issue** Coordinate update to control tables to rectify issues surrounding Forest Service roles requiring RX300 Courses.

**Lead:** Jill McCurdy

**Target Completion Date:** February 2011

**Issue:** Account Manger requests that an email is sent when responder is put in to Archive, or INAC, via online batch process.

**Decision:** Board rejected auto email but agreed to create FAQ and post on web site explaining the functions of the automatic Archive, and INAC functions.

**Action Item No XXX Archive/INAC FAQ** Michael to check website to see if FAQ has been created if not create FAQ and post to the website

**Lead:** Michael Morgen

**Target Completion Date:** February 2011

**Issue:** FS user requests position code for FALC certifier. This Code already exist under BIA set Id.

**Decision:** FS would like to wait until new 5109-17 is finalized. Jill follow up with user who submitted issue.

**Issue:** Air tanker Base Manager Course request.

**Decision:** Board approves addition of ATBM course. Course Code "N"

**Action Item No XXX: ATBM Course** Send request to Michael, work with Jill McCurdy to ensure course is vetted in the IATBOG.

**Lead:** Jill McCurdy with Michael Morgen

**Target Completion date:** March 2011

**Issue:** IQCS Access is requested for course coordinator for the Arizona Wildfire Academy in order to enroll and manage students attending classes. The course coordinator maybe contractor.

**Action Item:** Michael Morgen to work with Cindy Schafer to determine if coordinator may be given training role. Contact Jill McCurdy for local contact information.

**Target Completion date:** March 2011

**Issue:** N9013, Incident Medical Specialist Training, question regarding if the course is set up correctly may require modification.

**Action Item No XXX:** Review course and its purpose, recommend modifications if necessary. Contact Julia Figgins for additional information

**Lead:** Jill McCurdy with Michael Morgen

**Target Completion date:** March 2011

**Issue:** Lights and Sirens training Request to look into whether IQCS can create courses in IQCS to represent lights and siren training. IQCS needs subject matter expert to establish best way to define courses and determine if IQCS is best way to track.

**Action No XXX:** Mark Koontz will check with Redbook committee to determine how they are addressing the issue of lights and siren training. Mark will contact Larry Sutton USFS to get his opinion regarding the subject. Report findings direct to Michael Morgen and IQCS CMB.

**Target Completion date:** March 2011

**Issue:** Tracking Positions with expiring Licenses: Positions such as EMTs require a licensing process outside of IQCS. IQCS has a table to track licenses if input but there is not a solid like to the position qualification. Once a responder has obtained a position such as EMT the system applies currency rules set forth under the business rules applicable to all other postions. While we can easily update the currency rules e.g., make it 2 years , but they don't really apply to a license because you do not become a trainee but rather you are not qualified to function in the position.

**Decision;** The Board decided to look at a modification that would allow the expiration dates be entered at the competency table when awarding the position to a responder thereby entering the exact dates that would when exceeded unqualify the position. It is estimated that it will take upwards of 40 hours of programming to accomplish and will need to wait until fall of 2011 after upgrade activities are completed.

**Action No XXX:** CMB will Revisit at the next meeting begin to establish business rules.

**Lead:** Craig Cook will keep on agenda

**Issue No XXX:** Add IFPM page to HIRE Employee page: Currently the IFPM job entry is done at a responders job data page since it mostly effected already hired employees. Since it is now institutional it would be efficient to add this entry page at the HIRE Employee component.

**Decision:** Board approved the request to add the IFPM entry page to HIRE Employee.

**Action No XXX: Work with Guy Colwell to add IFPM page to HIRE Employee**

**Lead: Mark Koontz**

**Target Completion date: February 2011**

**7. Hazardous Materials Course Requests**

**Discussion:** Kevin Conn introduced three course request to be considered for addition to the IQCS course table. These HAZWOPPER courses are 40, 24, and 8 hour versions. These course are required for all workers involved in clean up operations involving hazardous materials. In addition to the hazardous materials courses Kevin also mentioned creating course code(s) to represent PFTC's workshops and courses. Merrie Johnson, director of NAFRI, agreed to document the requests regarding courses originating from PFTC and ensure they are created in IQCS.

**Decision: The Board agreed to include the HAZWOPPER courses.**

**Action Item No XXX Hazardous Materials Course Requests** Kevin Conn to work with Michael Morgen to look closely at HAZMAT course currently in IQCS to determine best way to add these new course.

**Lead: Kevin Conn**

**Target Completion Date: February 2011**

**Action Item No XXX PFTC Course Requests** Merrie Johnson to complete course request forms and work with Michael Morgen to add PFTC courses to IQCS

**Lead: Merrie Johnson**

**Target Completion Date: January 1, 2011**

**8. New Report Needed for IFPM (Displays Applicant's IFPM competencies)**

**Discussion:** Mark Koontz explained the need to develop a report that would facilitate the ongoing need of Human Resource Specialist to analyze the master records of applicants who are seeking jobs that include IFPM requirements. Essentially what is needed is a modified shorten form of the master record that only displays all position competencies a responder has earned and only those specific training competencies that apply to any IFPM job.

**Decision:** Board approved to the development of a additional page be added to the master record C-28, that will run automatically and will display only the information needed for IFPM and other designated jobs.

**Action Item No XXX New Report Needed for IFPM** Mark Koontz to coordinate development of additional page to the c-28 Master Record with Guy Colwell to include needed information.

**Lead: Mark Koontz**

**Target Completion Date: February 2011**

**9. Agency Specific Position Request.**

**Discussion:** Two positions requests were reviewed by the board at the meeting. The position Agency Administrator was requested by the FWS. The FS also showed interest in utilizing this position code.

The Board did not deny this request however the position request will need to be reviewed by the Position Naming Board before it is entered in to IQCS. The second position is Geospatial Analyst (GSAN), which was requested by the Fire Environment Committee to replace the RERAP Specialist (RRAP). This request was approved by the Operations and Workforce Development Committee. Pending review by the Position naming board this position can be created in IQCS.

**Action: Ensure transition plan is developed for the implementation of the (GSAN) and retirement of (RRAP)**

**Action Item No XXX (GSAN)** Ensure transition plan is developed for the implementation of the (GSAN) and retirement of (RRAP)

**Lead:** Mark Koontz

**Target Completion Date:** March 2011

**➔ Decision: Next IQCS CMB Meeting – Board concurred that the next IQCS CMB Meeting would be held on May 17-18, 2011 in Boise Idaho**



**IQCS**  
**Change Management Board**  
**November 30-December 1, 2010**  
**Meeting Begins at 1300**



**NIFC Shopai Building**  
**Raleigh Atkins Room**

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<input type="checkbox"/>	<b>Agenda Items</b>									
	<b>Introductions</b>	<b>1300</b>								
<b>1</b>	<input type="checkbox"/> <b>IQCS lifecycle Management Update</b>  <b>Information</b>	<b>Janis Reimers</b>								
<b>2</b>	<input type="checkbox"/> <b>Status Report for Alternate Processing for IQCS</b>  <b>Information</b>	<i>Janis Reimers</i>								
<b>3</b>	<input type="checkbox"/> <b>FEMA IQCS Pilot Project Briefing</b> <b>Discussion/Information Sharing</b>	<i>Janis Reimers</i> <i>Eric Shankel</i>								
<b>4</b>	<input type="checkbox"/> <b>Update DOI All-Hazards Qualifications Guide</b> <b>Discussion/Information Sharing</b>	<i>Michael Morgen/Team</i>								
<b>5</b>	<input type="checkbox"/> <b>(OWDC)Proposed changes to positions that provide currency in 310-1</b>  <b>Discussion/Information Sharing</b>	<i>Michael Morgen</i>								
<b>6</b>	<input type="checkbox"/> <b>Forest Service Review (5109-17 update) and related issues.</b>	<i>Jill McCurdy/ Johnson</i>								

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7	<input type="checkbox"/> <b>Hazardous Materials Course Requests</b> <b>Discussion/Decision</b>	<b>Kevin Conn</b>
8	<input type="checkbox"/> <b>New report for IFPM ( Displays Applicant's IFPM competencies)</b> <b>Discussion/Decision</b>	<b>Mark Koontz</b>
9	<input type="checkbox"/> <b>Agency Specific Position Requests (Members provide request for positions for discussion)</b> <b>Discussion/Decision</b>	<b>Team</b>
10	<input type="checkbox"/> <b>Bin Items</b>	<i>Cook</i>
11	<input type="checkbox"/> <b>Review Action Log</b> <b>Review</b>	<b>Cook</b>
12	<input type="checkbox"/> <b>Review SCR List</b> <b>Decision</b>	<i>Colwell</i>
13	<input type="checkbox"/> <b>Round Robin</b>	<i>Team</i>

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<input type="checkbox"/> USFS
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<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



IQCS CMB Draft Meeting Notes, November 30-December 1, 2010

<input type="checkbox"/> Guy Colwell
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