IQCS CHANGE MANAGEMENT BOARD MEETING
May 17-May 18, 2010
Boise, Idaho

ATTENDEES:

Kevin Conn - USFWS	Jill McCurdy USFS	Mark Koontz - NPS
Guy Coldwell - IQCS	Craig Cook - BIA	Mike Morgen - IQCS
Janis Reimers – BLM IRM		Rhonda Toronto FEMA Project
Mike Ellsworth BLM		

ACTION ITEMS

MEETING DATES SUMMARY

IQCS Change Management Board Meeting, May 17, 2011

EXHIBITS ATTACHED
A.   Agenda

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

1. IQCS Update Regarding Upgrade from Version 8.8 to 9.0

Discussion: Janis Reimers provided information regarding the ongoing progress on the scheduled PeopleSoft upgrades. Maintenance and the customization of the PeopleSoft application that most end users are familiar with is accomplished by utilizing PeopleSoft tools. IQCS is in the process of upgrading to HCM9.0 and PTools 8.49 which ensures extended support until 2014. The second phase of the upgrade is at least a year out and will ultimately culminate in an upgrade to HCM9.1 and PTools 8.50 which includes extended support until 2017. To support the upgrade IQCS will need to institute a code freeze beginning July 2011 through December 2011. In addition, all training courses cannot be scheduled until the new version is rolled out December 5, 2011. Below is a list of the major milestones in the upgrade process for reference:

- Initial upgrade processes   March1- June 1 2010
- Apply application customizations   June 1 2010 – February 15, 2011
- Code Freeze   July 1, 2011 – December 5, 2011
- Complete Upgrade processes   February 15, 2011 – August 15, 2011
- Test and fix issues   August 15, 2011 – October 1, 2011
- Apply Upgrade to Training Environment   September 15, 2011 – November 15, 2011
- Allow Training/Instructors Access   October 1, 2011 – November 25, 2011
- Production IQCS is unavailable at 5 pm   November 30, 2011
- Production is available at 8 am   December 5, 2011
- Training Classes can begin   December 5, 2011

2. Request from US Army to Input Responders in IQCS

Discussion: Rhonda Toronto provided an update to the Board regarding the request from the US Army to utilize the IQCS to track and certify their personnel. The Army contacted the IQCS in April 2011 with the request to utilize the IQCS to manage up to 5000 civilian DOD employees who hold wildland fire qualifications. The request was discussed with the NWCG Preparedness Branch Coordinator and the BLM Fire Director to determine how best to proceed with this request. The IQCS staff responded to the Army outlining requirements for inclusion in IQCS including required funding, account manager support and additional details. In addition, the IQCS staff provided a cost estimate to the Army and as of the date of the meeting had not received a response. In light of the request from the Army the board identified that a review of our existing Charter should be conducted to ensure that it is current and would allow for the inclusion of other entities.

Decision   The board concurs that they would like to support the Army in their request to utilize IQCS as their certification system for their wildland fire fighters as long as that the support does not result in increased cost to the current users of the system. Rhonda Toronto the project lead for this endeavor will continue to update the board as more information is obtained.

Action Item No 260   Review IQCS CMB Charter Email existing charter to Board Members and NWCG Preparedness Branch Leader for review and update as necessary.
>   **Lead:** Craig Cook
>   **Target Completion Date:** July 15, 2011

3. IQCS Re-Certification and Accreditation.

Discussion: Janis Reimers provided the board with information regarding the upcoming Certification and Accreditation for the IQCS which is due in December 2011. Janis does not see any major impediments to attaining a renewal of IQCS Certification and Accreditation. A new contract is in place that helps facilitate the C and A process, but we don't anticipate any problems. Even though IQCS is going through an upgrade process with PeopleSoft tools and HRMS, this is not viewed as a major change to the system, and therefore should increase the probability that the C and A process should proceed smoothly. The bottom line is the IQCS is in good shape, and we do not anticipate any problems at this time regarding Certification and Accreditation.

4 FEMA IQCS Pilot Project Update.

Discussion: Rhonda Toronto, Project Manager for the FEMA Pilot Project, provided an update to the Board regarding the project's progress to date. The IQCS staff created a separate instance of IQCS to design and build FEMA positions and business rule functionality in their area for testing purposes. A contractor has been hired to modify the existing IQCS training to meet the requirements of FEMA. Initially user acceptance training was scheduled for June 6, 2011, but has recently been pushed back to July 18, 2011. The week of June 6 will be utilized to test the training materials to ensure that they are working adequately and identify any edits needed prior to the UAT, User Acceptance Testing, in July. The project manager reported that the project still has adequate budget resources from the initial disbursement received from FEMA in the September 2010. The FEMA project team has identified the need to consider developing on-line training to support the implementation of the project as it progresses. They have made initial inquiries locally to begin to scope the possibilities and identify the requirements to create an on-line program to support the training of new account managers and others. Currently they have development budget from FEMA that could be utilized if appropriate to support development of training.

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. Use of NWCG set ID for NIMS Compliance

Discussion: The addition of NIMS required training to the NWCG set ID will affect responders employed by Department of Interior. The DOI agency leads on the IQCS board have met and established by position where the training requirements will be added.

Decision: Implementation of the NIMS requirements will be turned on officially in September 2012. Agencies will submit specific notification and direction to their employees.

7.   DOI All-Hazards Positions in IQCS Implementation

Discussion: The DOI has tasked the IQCS Board with the implementation of DOI All-Hazards Positions in the IQCS. The agency leads have completed work on approximately.

Decision:

8.   Awarding ICT5 to ICT3 Or ICT4.

Discussion: The issue has come up that since ICT5 is not a hierarchical position in the sense that it is not required to earn higher incident commander qualifications such as ICT3, or ICT4, when some responders are providing an evaluation for ICT5 task book they will not show up in the search function which returns all responders who are qualified in the target position. The Board feels that it is very logical that if one is qualified at the higher complexity level it would be appropriate to allow that individual to be considered a qualified evaluator. The board feels that the issue does not require the addition of that competency globally to all responders that meet the higher level. There are other examples when a responder might not show up on the list of qualified and evaluators such as, they work for a state organization, or they supervise the position. In these cases, the system allows the flexibility to write in the evaluators information in the system.

Decision: The Board decided that this issue can be handled on an agency-by-agency basis so therefore does not warrant global actions awarding competencies to incident commanders at levels above ICT5.

➜ Decision: Next IQCS CMB Meeting – Board concurred that the next IQCS CMB Meeting would be held on September 28- 29 2011 in Boise Idaho

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Change Management Board
Agenda

May 17 – May 18, 2011
Meeting Begins at 0830

NIFC Shopai Building
Raleigh Atkins Room

☐	**Roll Call**	
	Agency Leads **IQCS Staff** ☒ **BIA** **Craig Cook** ☒ **Mike Morgen** ☒ **NPS** **Mark Koontz** ☐ **Cindy Schafer** ☒ **USFS** **Jill McCurdy** ☒ **Guy Colwell** ☒ **FWS** **Kevin Conn** ☐ **Doug Freeman** ☐ **FWS** **Russ Babiak** ☒ **BLM** **Mike Ellsworth** **BLM OF&A IRM** **Guests;** ☐ **John Gebhard** ☒ **ITC David Potter** ☒ **Janis Reimers** ☐ ☐ **Greg Jensen** ☐	

	Agenda Items	
	Introductions	**0830**
1	☐ **IQCS Update Regarding Upgrade Version 8.8 to 9.0** **Information**	**Janis Reimers**
2	☐ **Request from Army to input responders in IQCS** **Information**	**Rhonda Toronto**
3	☐ **IQCS Re-Certification and Accreditation** **Discussion/Information Sharing**	**Janis Reimers**
4	☐ **FEMA Project Update** **Discussion/Information Sharing**	**Rhonda Toronto**
5	☐ **(OWDC) Update Proposed changes to positions that provide currency in 310-1** **Discussion/Information Sharing**	**Michael Morgen**
6	☐ **Use of NWCG set id for NIMS Compliance,**	**Michael Morgen**

	Roll out Plan OWDC GATRS Historical Recognition Plan Discussion/Information Sharing	
7	☐ Tracking Positions with Expiring Licenses Discuss/Plan	Cook
8	☐ DOI All-Hazards Positions in IQCS Implementation Plan Discussion/Decision	Team
9	☐ Awarding ICT5 to Responders with ICT3, or ICT4	Koontz
10	☐ Bin Items	Cook
11	☐ Review Action Log Review	Cook
12	☐ 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	
☐ **Close out**	