


<b>IQCS Change Management Board Spring Meeting Agenda</b>		<b>Date:</b> May 14, 2014 <b>Time:</b> 0830 – 1630 <b>Location:</b> Sho-Pai Building, Raleigh Atkins Conference Room <b>Call in:</b> 888-790-1964 / pass: 36648		
<b>NOTES</b>				
<b>Agency Leads</b>		<b>BLM OF &amp; A IRM / IQCS Staff</b>		<b>Guests</b>
BIA	Garth Fisher	Ernie Ortiz		NWS Larry Van Bussum
NPS	N/A	Cindy Schafer		NWS Robyn Heffernan
USFS	Hope Spriggs	Guy Colwell		NWS Heath Hockenberry
FWS	Russ Babiak	Heidi Noack		
BLM	Mike Ellsworth	Rhonda Toronto		
DOI	Tony Doty	Marley Marshall		
<b>Item #</b>	<b>Topic</b>			
1	IQCS Operations Update <b>Information</b>			
2	DOI All Hazard update <b>Information</b>			
3	Discipline specific endorsements <b>Information</b>			
4	Discussion/decision regarding tightening guidelines on if/when competencies can be removed. <b>Discussion/Decision</b>			
5	Discussion of course codes and the use of all the different ones in IQCS (particularly in light of EMI course codes, etc.) <b>Discussion – handout provided</b>			
6	Discuss the FEMA F401 Training Needs Assessment report. <b>Discussion</b>			
7	Discussion/decision on whether or not we are planning on bringing the Needs Analysis and IRDP modules back into a workable state. <b>Discussion / Decision</b>			
8	Discussion/decision on CMB change request form and on posting change requests on line. <b>Discussion/Decision</b>			
9	Inclusion of IMETs in IQCS. Update and discussion on progress and how best to accommodate the needs of non-IQCS groups who may/will become involved in incident response. <b>Discussion / Decision</b>			
10	Discussion/decision on H337 providing I300/I400 training competencies and recording completion of H337. <b>Discussion</b>			
11	Agency updates.			

## 1. IQCS Operations Update

- Getting backup server/recovery site back on-line
- New servers are being put in place
- New website will be up and running, possibly as early as this fall
  - PMU will help with some document cleanup to ensure 508 compliance
- Still making preparations for the IQCS system upgrade
  - Upgrade expected to come May 2015
  - Demo environment will come first
  - Will have to implement a freeze date to halt activity to allow for transition

### **Action: Will discuss changes from the upgrade at the next meeting.**

- Online training modules will be available for an Alpha review soon
- IQCS and IQS data exchange functionality is working well and the FAQs are available on the website
- Vice-Morgen PD has been classified and they are currently seeking approval to advertise and fill the position
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- Marley is doing the business side of DOI All Hazard
- Some questions remain about courses and course codes
- Qualifications for the Incident Position Qualifications Guide (IPQG) are nearly fully entered, with a few exceptions:
  - Positions that have multiple qualifications pathways have not been entered yet
  - Positions with multiple pathways = HYBRID POSITIONS
  - There are some potential options for accommodating hybrid positions in the application
  - Estimated to require about 1 week to implement hybrid pathways

### **Action: IQCS staff will begin testing hybrid pathways now and will report back to the CMB before the Fall meeting.**

- Bureau of Reclamation has trained account managers and is entering responders, but having some issues with unit IDs.
  - Will be entered by June 30

## 2. DOI All Hazard Update

- Bureau of Safety and Energy Enforcement (BSEE) and Bureau of Ocean Energy Management (BOEM) are currently building Org Codes/Unit Ids in the system. BSEE is working on a pilot project with the Alaska Interagency Coordination Center (AICC) for mobilization of Alaska-based BSEE employees
- USGS is working on a pilot project using 12-18 employees that currently go on fires. Dispatch architecture is planned to mobilize USGS employees through a single-point in Reston, VA. The pilot will be with help from FWS, which will manage their IQCS and host USGS mobilization.
  - Would be dispatched by a single point out of Arlington until USGS can move to Reston.
  - About 8,000 employees
  - Many technical specialists

- The DOI One Health group, an interdepartmental team focused on disease and emergency management, is identifying technical specialists positions that are currently not part of the IPQG
  - Examining how they will apply ICS to public health incidents
  - Will be under the DOI license count

**3. Discipline specific endorsements**

- OWDC going to meet and talk about endorsements in two weeks.
- FEMA has reorganized many of the work groups that were working on qualification issues and not made progress with endorsements
- Tony is proposing to move forward and implement a discipline specific endorsement framework in the DOI and NWCG to set the example for other users
- IQCS will be relatively easy to re-tool to accommodate endorsements once details are agreed upon
  - Could take up to 6 months to fully implement in IQCS
- ROSS has not been approached formally to determine feasibility and timeframes of endorsement implementation
- IQS is pushing for endorsements as well

Decision: Topic will be tabled until the framework for endorsements is agreed upon. At that time a meeting will be convened with IQCS/IQS/ROSS and other stakeholders to move forward.

**4. Discussion/decision regarding tightening guidelines on if/when competencies can be removed.**

- The competency table can be manipulated by end users currently
  - Wondering if this presents an issue for records integrity
- If training disappears (i.e. deleted) should the associated competency also be deleted (possibly automatically?)
  - Previous efforts to link competencies with training automatically raised concerns that data could be lost so the practice was abandoned.

**Action: Guy will build a “removal warning” box to notify users when they remove a training for some reason, they should also consider removing the associated competency to ensure records are consistent in both tables.**

**5. Discussion of course codes and the use of all the different ones in IQCS (particularly in light of EMI course codes, etc.)**

- The number of courses and unique course codes has increased markedly in IQCS
- Course codes entered into IQCS should stick to the source naming convention as closely as possible
- Naming conflicts are possible since we currently do not have full control over naming conventions from external sources such as EMI
- The list of course codes needs to be examined so outdated course codes can be inactivated

**Action: The group will examine the course code handout from Marley before the next meeting and identify which courses need to be considered for inactivation.**

6. Discuss the FEMA F401 Training Needs Assessment report.
  - Interested in having a report that highlights which training is missing for trainee responders.
  - Would be for required training only.
  - Report lists, per course, the responders that are missing a course. This would give account managers/training officers a tool for course workload planning.
  - CMB board approved Training Needs Assessment for IQCS implementation.

**Action: Marley will implement this request.**

7. Discussion/decision on whether or not we are planning on bringing the Needs Analysis and IRDP modules back into a workable state.
  - A survey was sent out to assess who was using this feature and 13 responded that they were
  - Understand the FS has a regional mandate in R5 to use this feature.
  - Not clear if they are enforcing or intend to

**Action: The FS needs to assess their needs with this feature and report back to the group if we should continue to have this feature in the upgraded version of IQCS.**

8. Discussion/decision on CMB change request form and on posting change requests on line
  - The form would be for a change to the application or data
  - Must be 508 compliant
  - Form would be online
  - Possibly have CMB load completed forms online with supporting docs

**Action: Prasad will demo how uploading completed documents would work on his next trip to Boise.**

- Once in place, the HelpDesk will point people to the new online form when appropriate
  - If requested change affects one person = help ticket
  - If requested change affects many people = CMB request

**Action: Modifications made during the meeting will be added to the form and distributed to the group for final approval by Russ in July.**

9. Inclusion of IMETs in IQCS. Update and discussion on progress and how best to accommodate the needs of non-IQCS groups who may/will become involved in incident response.
  - NOAA personnel that participate in incident management response are having some issues
    - Having some issues teaching the x90 series courses
    - Don't always have M-410 to meet teaching prerequisites
    - Problems checking in at incidents
  - Currently have 83 certified fire IMETs
  - Have other emergency response meteorologists who are interested in being available to be mobilized to incidents (fire and/or non-fire)
  - Issues to be considered before putting additional METs in the system
    - Not sure about #'s of NOAA personnel, could impact license count if too high
    - An MOU that spelled out a threshold for non-contributing users would work

- Larry/Heath/Robyn suggested adding language to an existing agreement to at least document the relationship
  - [Interagency Agreement for Meteorological and other Technical Services](#)

**Action: Russ will provide Heath with specifics to populate the existing agreement with details about use of IQCS.**

**Rhonda will provide Heath with numbers, possibly up to 200.**

- The NOAA setid will be used for all IMETs
  - Larry will work to move IMETs currently listed under other agencies to the NOAA setid
- If we decide to include training requirements for IMETs as part of their setid qualification pathways, NWS has a directive that provides that information
- NWS Directives:
  - IMET Training - <http://www.nws.noaa.gov/directives/sym/pd01004005curr.pdf>
  - IMET Services - <http://www.nws.noaa.gov/directives/sym/pd01004002curr.pdf>

**10. Discussion on H337 providing more than one training certificate**

- Completion of H337 allows for awarding up three certificates
  - H337, I300, I400
- Course is already created in IQCS
- Completion of the course does not automatically award all three training competencies.
- Documentation that determined H337 is supposed to also award I300/I400:
  - IPGQ page E-2
  - Both the NPS and FWS allow awarding all three certificates based on an agency equivalency determination that was conducted by the agencies in 2009/2010.
  - Per an email from Tony 5/5, 'H-337 awarding a competency for 300/400, occasionally some only pass one portion of the course so we should keep these separate. Those who pass everything, get a cert for all three.'

**11. Agency updates.**

FS – None  
 BIA – None  
 BLM – None  
 FWS – None  
 NPS – N/A