IQCS Change Management Board Spring 2015 Meeting Agenda	Date: April 8, 2015 Time: 0830 – 1630 Location: Sho-Pai Building, Raleigh Atkins Conference Room Call in: 888-324-3915 / Passcode: 13970 Duration: 7 Hours total	
Agency Leads	**IQCS Staff**	**Guests**
BIA Tony Beitia NPS Jim Shultz USFS Evans Kuo FWS Russ Babiak BLM Mike Ellsworth, Marlene Eno-Hendren DOI Tony Doty	Marley Marshall Cindy Schafer Guy Colwell Rhonda Toronto	

Item #	Topic	Lead
	Introductions	
1	IQCS Operations Update *Information*	Toronto
2	DOI Emergency Management update *Information*	Doty
3	Adding NPS Structure Fire to IQCS *Decision*	Shultz
4	Activation of the license/certification feature *Decision*	Babiak/Marshall
5	Endorsements update *Information*	Marshall
6	IAT training in IQCS *Decision*	Shultz
7	Aviation qualification changes *Information*	Ellsworth
8	Staff Ride tracking in IQCS *Information/Discussion*	Babiak
9	Duplicate entry issue in IQCS *Information*	Schafer
10	Bin Items	
13	Agency updates	
14	Action log update	

1) IQCS Operations Update
   - Upgrade
     - Currently about 5 months behind schedule.
     - The environment has not yet been approved.
     - Looking at a new version of People Soft potentially.
     - Will determine if upgrade will occur before fire season before end of April.
     - Current version of PeopleSoft will no longer be supported by June.
   - Marley/Cindy working on survey
   - Seeing some login issues on FS side related to browsers (IE8 for e.g.)
   - Expect progress on the Alternatives Analysis which was recently discussed.
   - PIV or PID
     - ROSS is proposing to generate a new, unique ID that would eliminate the use of the Clearinghouse ID
     - ROSS currently scheduled to use new ID on 1/1/2016
     - Questions remain about how this will work with changes resulting from IRWIN
   - IQCS Business owner
     - Historically the "business owner" for IQCS was the BLM Chief of Operations (formerly Sean Cross).
     - Business owner is supposed to be engaged with program related reviews.
     - Need to make a decision regarding who the business owner should be and articulate rationale.
     - Since OWF technically funds IQCS, they are a reasonable candidate to be the business owner.
     - Some logic behind having the BO be the CMB chair.

DECISION: Evans will determine FS position regarding who BO should be. Babiak will follow up with Evans and incorporate decision into charter.

   - Succession plan for IQCS is uncertain and difficult.
     - Expensive to ensure appropriate overlap between outgoing and incoming staff to maintain critical institutional knowledge.
   - Asking that IQCS no longer be considered a "Major" application
     - Would become a non-major application
     - Being a Major application carries extensive, likely unnecessary requirements

2) DOI Emergency Management Update
   - Doty retiring in mid-May
   - Endorsements
     - Task group working to get details on paper to allow group to move forward.
     - Uncertain on timeline moving forward with effort.

3) Adding NPS Structure Fire to IQCS

- See attachment 1.

DECISION: Jim will check with the IPQG to determine if the associated NPS Structural qualifications should be listed there, if not then will build under the NPS Setid. He will also work with the PNB on qualifications naming convention. Will accomplish in CY 2016.

4) <u>Activation of the license/certification feature.</u>
   - Some logical uses for this feature include EMS quals
   - AEMT/EMT/PARA award the competency
   - Current licenses include EMTB/EMTI/EMTP
   - Need to know if the licenses currently reflect the needs of the agencies
   - DOI already enforcing some licenses (EMS, Driver)
   -

5) <u>Endorsements Update</u>
   - A four part tasking was issued by OWDC last December to examine details associated with the implementation on an endorsements based qualification framework.
   - Four part tasking includes
     - Ensure compliance with the FEMA requirement for each emergency responder discipline to have an endorsement process tied to the National Qualification System (NQS)
     - Establish business processes to develop and integrate wildland fire discipline specific qualifications when performance requirements exceed the minimum, discipline neutral, qualifications requirements.
     - Ensure that the framework provides for efficient integration into existing business systems (e.g. IQCS, IQS, ROSS).
     - Recommend changes to appropriate publications to incorporate new endorsement business practices.
   - Tasking on track to be completed by June 1, but the absence of a National Qualification System (NQS) from FEMA will prevent full completion
   - Some questions regarding qualifications tracking and mobilization are still up in the air (using ROSS vs. FEMA system for eg.)
   - Some discussion about using IQS for federal responders
     - Would align FEDs and States
     - An alternatives analysis will examine this question

6) <u>IAT Training in IQCS</u>
   - John Rollins approached the NPS about the issue of potentially tracking Interagency Aviation Courses (IAT) in IQCS.
   - IAT has implemented a new system that is having implementation issues.
   - Little understanding or knowledge yet on which or how many courses would need to be tracked.

DECISION: NPS will continue to look into the details associated with this (# of courses needing to be tracked, etc.) and report back to the CMB by the next meeting.

7) Aviation Qualification Changes
   - Issue was agency specific in nature and moved to agency updates.

8) Staff Ride Tracking in IQCS
   - Babiak presented the need, at a national level, to track attendance at specific staff rides.
   - Issue will need to be presented to Leadership Subcommittee first before CMB.

9) Duplicate Entry Issue
   - We will need to enforce the entry of date of birth (DOB) to provide another means of determining duplicate entries in IQCS.
   - Middle name may also need to become a required field to provide an additional field to resolve duplicate entries.

DECISION: CMB supports the concept of showing a list of potential duplicate entries to users entering new employees in the application. The list will at least inform users of the potential for a duplicate entry. This supports SCR #12 which will be moved forward after the meeting.

10) BIN Items
   - (FS) Evans would like to add 3 Helicopter Short Haul courses in IQCS, interested if other agencies interested in the courses (should they be widely available or FS only).

DECISION: Evans will add courses as "N" courses.

11) Agency Updates

FS

   - NA.

BIA

   - NA.

NPS

   - Still sorting through numerous INAC responders for NPS All Hazard.
   - Working on a drafting updated NPS traning and qualifications documents.

DOI

- Working to ensure some overlap with next Emergency Management Coordinator (vice Doty).

FWS

- NA.

BLM

- NA.