IQCS Change Management Board Spring 2016 Meeting Agenda	**Date:** May 4, 2016 **Time:** 0800 – 1600 **Location:** Great Basin Training Unit (Salmon Rm) **Call in:** 888-957-9823 **Passcode:** 35729 **Duration:** 8 Hours total	
Agency Leads	**IQCS Staff**	**Guests**
BIA Garth Fisher NPS Jim Shultz USFS Van Arroyo / Hope Spriggs FWS Russ Babiak BLM Pam McDonald DOI Jason Steinmetz (call-in)	Marley Marshall Guy Colwell Rhonda Toronto	Kaili McCray

Item #	**Topic**	**Lead**
	Introductions	
1	IQCS Operations Update *Information / Discussion*	Toronto
2	DOI All Hazard update *Information / Discussion*	Steinmetz
3	Enforcing aviation periodic training requirements (RT-219 for FS and HELR triennial requirement) *Discussion/Decision*	Marshall / Babiak
4	EMT license/certification enforcement *Discussion*	McCray
5	DOI Medical Standards data request *Discussion / Decision*	McCray
6	Unique identifier for IQCS/ROSS *Discussion / Decision*	Babiak/Marshall
7	Have IQCS populate Group Members page by loading Org Code/Unit ID *Decision*	McDonald
8	Bin Items	
9	Agency updates	
10	Action log update	Babiak

1. **IQCS Operations Update**
   - System upgrade is fully deployed.
   - Some bugs were dealt with which has caused some down time.
   - New database administrator, Roger Dean, is in place and assisting.
   - System is operating at 99.14% up time. Issues with Barracuda caused system issues.
   - Significant RAM has been added to servers and staff are currently optimizing to improve system speed.
   - IRWIN integration
     o Trying to get all incident data pulled into IQCS by end of May but unsure if this will occur.
     o Ability to setup an incident locally will be retained.
     o Also looking at the potential of pulling over experience data for responders in the future.
     o A separate and unique responder ID is needed to make auto-experience updates possible.
       ▪ Unique ID is a shared problem for IRWIN integration and a strong interest for ROSS management.
       ▪ Many ideas have been floated on the responder unique ID issue but a decision on how to handle will need to come at the IRWIN level since many applications will need to use.
       ▪ CMB chair will attend IRWIN discussions to track this issue and increase awareness of future connectivity with IRWIN.
   - Will advertise vice-Schafer position soon.
   - Looking for approval to filled Rhonda's position as well.

2. **DOI All Hazard Update**
   - Have been meeting with NPS to resolve some all-hazard qualification issues.
   - Updating the IPQG and are updating PTB requirements or adding PTB requirements where necessary.
   - Fitness and medical standards related to all hazard qualifications:
     o Currently up to the bureaus to determine standards.
     o Emergency Management Council (EMC) will potentially options for these two elements.
     o Currently expect to have an EMC meeting approx. June 13 on the med. std./fitness issue but expect status quo for now.
     o Agencies will retain the authority to establish appropriate standards for now.
   - The IQCS Business Steward will travel to DC to help NPS with IQCS and ROSS.

3. **Enforcing aviation periodic training requirements (RT-219 for FS and HELR triennial requirement)**
   - DOI bureau representatives need to ask aviation folks how they recommend handling this.
   - If the DOI bureaus want to enforce triennial requirements for aviation training/qualifications agreement will be needed on how to move forward and a transition plan will need drafted.
   - FS has fully implemented triennial training requirements for aviation positions.

- o RT-219 is the same as A-219 in terms of content. The RT-219 course name allows for tracking of recurrent training only. The RT label add clarity to employee records so agreed to keep nomenclature.
- When A-219 is completed, it awards both the RT-219 and A-219 competencies for the FS Setid.

DECISION: DOI bureaus will check with aviation representatives and determine if they intend to enforce the triennial training requirement for A-219 (HELR qualification in the Fed Quals Supplement) before the Fall 2016 CMB meeting.

4. **EMT License / Certification enforcement**
   - The license/certification feature has been used successfully by FS
   - Agencies are in support of use of the functionality in IQCS to enforce EMS licenses/certification

DECISION: Medical Standards Director will take this information to the IEMS group and work with the CMB Chair to build a transition plan if IEMS supports. Targeting an implementation date for effectiveness for the 2017 fire season.

5. **DOI Medical Standards data request**
   - DOI Med. Standards is interested in better understanding potential long-term health impacts for fire fighters.
   - Working with Univ. of Montana / CDC / NIOSH on this issue.
   - All three entities are interested in IQCS data as it relates to occupation exposure for fire fighters.
   - The missing piece has historically been matching fire personnel to exposure time.
   - Interested in matching to job held on an incident as well.
   - Proposing to use early health screening data (2002 approximately) and more recent health screening data and matching with personnel incident history.
   - PII could be an issue particularly with DOI Med Standards data.
   - All data that is used would be scrubbed of personally identifying information so it could be used anonymously.
   - Known issues with using IQCS data in this capacity:
     - o Agencies inconsistently record responder experience in IQCS.
     - o Some account managers only record enough experience to maintain qualification currency.
     - o IQCS went online in the spring of 2004. Prior data came from legacy systems and is generally considered to be of lower quality.
     - o High levels of variation in assignments will require many assumptions to made when using IQCS data for this purpose.
   - This first effort is essentially a "pilot" effort or feasibility study to determine broader applicability for DOI fire personnel.
   - Looking for at least Operational Periods / Position held / Dates / Agency per responder.

   DECISION: DOI Medical Standards Director will send proposal to the CMB to outline study and request for data. Med. Standards requesting an IQCS liaison for the effort.

6. **Unique identifier for IQCS and ROSS**
   - ROSS is currently using, or has previously attempted to use, the Clearinghouse ID to identify responders uniquely.
   - A unique ID for responder data is needed by all systems that intend to share data in the IRWIN environment.
   - Code needs to be an auto-generated number to be feasible (cannot be hand entered due to the volume of existing records).
   - Based on meeting with IRWN group, a mock-up of a unique ID is being examined that could be used by all applications.

7. **Have IQCS populate Group Members page by loading Org Code/Unit ID**
   - The request came from the BLM regarding IQCS functionality on the Group Member page.
   - Currently must enter members individually.
   - A group load of members could occur by organizational code but not by Unit ID.

   DECISION: CMB supports the change. Business/Data Steward expects change to take 1-2 weeks to implement. Must check security to ensure responder access would be limited by account manager permissions.

8. **BIN Items**

9. **Agency Updates**
   DOI – NA
   FS – NA
   BIA – NA
   NPS
   - Rep. will provide a mock-up of an audit check list to share with the group.
   - Questions on the use of I-pads and IQCS
     o Doesn't work with the native browser for Apple but may work with other browsers available to Apple products (Puffin possibly). Need to check agency IT allowances before attempting to use.

   IQCS Staff
   - Looking at a Change Request from the FS to allow an account manager to determine who a responder's previous Account Manager was.
     o Functionality already exists but Guy will look at this, CMB supports the action.
   - Need to consider improving the help ticket process
     o Over 400 since Jan. 1
   - Working on functionality to allow users to see their own roles/access within the application.
   - Change request can only be seen by super-users and regional representatives in IQCS currently.
     o This remains the intent for the CR process.
     o Marley will correct currently posted guidance on the CR process.

   Incident Business Committee is proposing a change to the Comp/Claims position.

- Currently no elegant way to make the change (INJR and CLMS would no longer be pre-requisite experience for COMP, but positions would still exist).
- Local units will have to decide to deal with open PTBs.
- Transition plan forthcoming.

10. **Action Log**

   2015-11: Ad-hoc queries for users
   - A data dump can be accessed by users now (data in Excel format) for Account Managers.
   - Includes all data for responders.