

IQCS Change Management Board

Boise, Idaho

November 5, 2018

Attendance:

Mike Ellsworth (BLM/chair), Jason Steinmetz (DOI), Mike Mattfeldt (USFS), Roger Kennedy (USAF), Jim Shultz (NPS), Russ Babiak (FWS), Garth Fisher (BIA) Shannon Tippet (IQCS), Marley Marshall (IQCS), Wendy Christopher (IQCS), Guy Colwell (IQCS)

IQCS Operational Update (Tippet/Marshall)

- New system update has been completed
- Inclusion of Army
 - Agreement is currently in place.
 - Currently working with FWS and FS on account management agreements.
 - Will be similar to the Air Force agreement and workings.
 - Expecting about 5000 responders will be entered.
- IRWIN V6 Integration
 - Coding is now being done for Resources.
 - Starting testing with IRWIN to send resource information.
 - Starting to develop and test responder experience transfer/pull from IRWIN interface
 - There will be some business rules for bringing the responder experience back into IQCS that need to be defined.
 - May be pulled from multiple systems (eg, CAD, ordering, E-ISuite).
 - IQCS will continue to be the system of record for responder experience.
 - IROC is to be finalized in November 2019, and full integration for Jan 2020.
 - Interface will allow incidents and experience type beyond just FI. May have the ability to do scenarios as an experience.

Business Study Update (Tippet)

- IT group has been discussing the IQCS business study.
- One option for the future of IQCS is using APEX, a low code development.
- IT group has two APEX developers on staff now and one more coming.
- Still a lot of business rules questions, e.g., Is IQCS going to do training nominations?
- Could possibly start development in 2-3 years
- FEMA perspective is to have all the systems talk. It's about ordering and ability to track qualifications.

Document Upload Feature (Marshall/Ellsworth/Tippet)

- IQCS Team provided a demonstration.
- The overall intent is to have policy to move from hard copies to e-copies
- **Next Step:** Agencies will need to build Redbook language to identify an electronic option.
- **Next Step:** IQCS will present a final draft of the document upload feature by Spring 2019 CMB meeting. CMB agencies hope for a November 2019 implementation.

Training Competency Data Clean up (Marshall)

- Continue to find more data to clean up prior to launch.
- Due date to implement is targeted for first part of January 2019.

Responders Archive Timeframes (Christopher)

- Discussion is in preparation for new ROSS responder management.
- Should a responder be in ROSS if no qualifications?
- How can we could get responders out of ROSS quicker for cleaner data.
- **Proposal:** 2 years make them INAC if not transacting on.
 - Transacting - anything that touch the record by an account manager
 - Could potentially clean up 2400 records.
 - Purpose - better reflect what we actually have available for dispatch.
 - Benefit - push the INAC quicker and keep cleaner data.
 - 5 year of lack of transaction will be ARCHIVE.
- **Decision:** No Change, stay with a 3 year time frame for a record to become INAC with no activity.

Enforcement for Middle Initial by End of Year (Christopher)

- Previously CMB approved to have this a required field and to be enforced by the end of year.
- This helps with duplication detection/resolution in IQCS and with IRWIN.
- Going forward the requirement will be part of IRWIN.
- It will flag responders that are missing the data when engaging the responder record
- Old records have been reestablished with the birth month and day from old data. Birth year data still exist for historical records.
- **Decision:** Remove all 'birth year' data from existing responder records.

CMB Agency Responders Being Managed in ROSS and Not in IQCS (Christopher)

- ROSS wants to clean up responder data.
- Issue: a responder is never in IQCS or INAC and somehow ROSS has brought them into their system with IQCS org codes.
- IQCS shows them in INAC
- **Decision:** Each agency needs to response to Wendy on how to handle their agency data. Wendy will resend data with a due date Nov 29. IQCS will notify ROSS with the data cleanup.

Employee Self Nomination (Christopher)

- Function in IQCS is current not working.
- **Decision:** Drop this feature as it is not utilized and there is a need for a manager/supervisor to approve requests.

Written Decision on IQCS Account Holders (Christopher)

- Request for clarification on who can have accounts in IQCS in IQCS. Can non-government email be approved.
- **Decision:** All approved account users must have an approved government email.

Audit Reports (Christopher)

- Sent last week with a Date of Nov 26th

2019 IQCS User Survey (Christopher)

- Survey will be coming early Spring

User Experience Improvement (Christopher)

- List of changes that program as recently implemented to increase user experience:
 - Enhanced the ROSS Clearinghouse ID notification and validation.

- Implemented CMB approved user to look up any other users roles and permission (access).
- Added birth/month to help rectify duplication for new responders.
- Search incident table by IRWNID.
- New Incident table search column to identify if an incident was created by IRWIN or User.

User Account Changes Data (Christopher)

- YTD data for account changes by agency and by year
- See Handout charts

Request For Change (RFC) (Marshall)

- Project Ideas Board
 - Planning board to better identify planning flow for new IQCS features/functions.
- Fuel Type Editing for Incidents
 - Request to have the ability to edit Fuel Type on Incident data
 - Incident data from IRWIN has the fuel type identified if created from 209, but will not from the CADD system.
 - Everything that comes into IQCS the fuel type is not editable.
 - **Proposal:** Should the Fuel Type be editable for incidents pulled from IRWIN?
 - **Decision:** No change to the system.
- Reminder to CMB to please respond to Bug Tracking Tickets in a timely manner.

Notify and Distribution Button (Colwell)

- The ability to use the notify button was turned off at one time.
- Past CMB was turned off because of potential security data sharing..
- Distribution for reports will allow you to directly email the report from the specific page
- **Decision:** Leave it as is. No modification.

Federal Wildland Fire Qualifications Supplement (Ellsworth)

- Position without Reference Guide meeting December 11th.
- **Decision:** Remove the currency requirement on THSP qualification effective January 7, 2019.
- 7 ATB positions removed because they have moved to PMS 310-1
- New BLM qualification Fire Boat Operator/Boat Operator

NIMS Endorsement Project (Marshall)

- Looking at how to identify and process endorsement requirements on incident qualifications
- Standardize the codes
- FEMA has issued the core standard requirements
- How do we add endorsements in IQCS to qualifications.
- Large workload for agencies to identify training/qualification/currency requirements, qualification systems to enforce and send to ordering and ordering how to march responder endorsed qualification to incident type.

DOI All Hazard Updates (Steinmetz)

- BOR fire responders (Babiak)
 - Who signs their Red Card if they meet NWCG 310-1.
 - Goes back to their policy to follow.

- Working with OWF for a master agreement for BOR, USGS, etc. Any non-fire bureau/office to be able to respond to fire.
- Working with FS and AFIS to do an agreement to mobilize first and build agreements after the fact for non-fire agreements.
- Working on a letter for DOI Historical Recognition and building a common RPL system and process for all DOI.

Medical Status in IQCS (Babiak)

- DOI medical standards is requesting to have medical status clearance tied to arduous qualifications.
- Currently medical clearance is good for 36 months from the date of the exam.
- CMB made the decision 2-3 years ago to remove any record of medical clearance.
- Completing WCT Pass/Fail is an indirect measure of medical clearance.
- Fire directors are having this conversation from analyzing Redbook language.
- This would have a huge affect on the System Privacy Analysis Impact for the IQCS.
- No formal request has came to IQCS CMB at this time.

Decision Summary:

- Responder Archive Timeframe: No change, stay with the 3 year time frame for a record to become INAC with zero activity.
- Remove all 'birth year' data from the responder job data page.
- Remove currency requirement for THSP effective January 7, 2019
- All approved account users will have to have an approved government email.
- Remove from user access the Employee Self Nomination feature in IQCS. Decision reflect the business rule to have supervisor/manager approval for nominations
- Denied request to have the ability to edit Fuel Type on incident record that comes from other systems.
- Denied request to reactivate and modify the Notify and Distribution Button feature.