

IQCS Change Management Board

Boise, Idaho

March 30, 2020

Attending: Mike Ellsworth (FWS/chair), Miranda Stuart (NPS), Marlene Eno-Hendren (BLM), Roger Kennedy (USAF/DOD), Garth Fisher (BIA), Mike Mattfeldt (USFS), Marley Marshall (IQCS), Shannon Tippett (IQCS), Wendy Christopher (IQCS), Guy Colwell (IQCS), Neil Clineman (Army)

IQCS Operational Update and IRWIN Integration (Tippett)

- Coordinating with BLM Fire Director to secure funds for FY21/22 to begin development of IQCS 2.0.
- IRWIN full integration happened on March 9th.
 - 44,244 responders with 187k capabilities (qualifications) were successfully loaded into IRWIN during go-live.
 - To date IQCS has received over 120 responder experience records.
 - IQCS continues to deal with IRWIN timeouts issues resulting in error messages to our users. IRWIN is working to resolve. Other applications also experiencing issues.

System Enhancements/Requests for Change

- Document Upload Transition (Ellsworth/Marshall/Christopher/Colwell)
 - Very few help tickets.
 - To date there have been 10,692 documents loaded on 1,606 responder records.
 - Files size may create issues when exporting through email due to attachment size limitations configured on email systems.
 - File naming length can cause upload issues.
 - Recent FMB and agency memo referring to RT extension have been modified.
 - Working on a feature that will allow the user to select specific documents to export.
 - Potential issue may occur when merging responder records and common file name across documents.
 - Discussion with system administrators, overall system storage should not be an issue into the future.
 - A new account role has been created to allow to only upload documents.
- Self-Login (Ellsworth/Marshall)
 - CMB approved by email February 2020.
 - Starting the project has been on hold due to IRWIN and other events.
 - New expected time frame will be extended to spring 2021.
 - An alternate login page will need to be developed

- **Decision Needed:** Responder Master Record (C028) report redesign (Marshall/Ellsworth)
 - **Approved:** implemented by April 10, 2020.
- **Decision Needed:** New Experience by Responder Report (Marshall)
 - **Approved:** Due May 1, 2020.
 - This report will help account managers to validate annual experience by involving the responders.

User Account Administration (Christopher)

- Review all account user roles/responsibilities is extended to fall 2020.

IQCS On-line Training Update (Christopher)

- Continue to update and trying to keep up with all the new system changes.
- Need to get field SMEs to help review the online content.
- **Action:** Wendy will send email to CMB requesting for reviewers.

IBC Finance Positions (All)

- Update on the consolidated agency-specific positions.
- After PNB approval, agency reps will need to ensure transition plan is appropriate for their agency.
- Implementation will be 2021 Federal Wildland Fire Supplement.

Round Robin:

- FWS: Thank you to the IQCS team for all the difficult work on helping the agencies implement COVID-19 qualification changes. IQCS CMB charter is approved and will need to be reviewed annual. Working on extension for non-fire training (1st aid, driving, etc.,)
- BLM: Required to have electronic file only for qualification records by 2024. Working on process for ENOP extension due to COVID-19.
- NPS: All-hazard access question. Will work with Wendy for assistance.
- Army: Implementing an RT-130 extension similar to others. Will contact Marley when ready to implement.
- Guy: will send Ellsworth email with a new RFC to review.
- Marley: RFC from user was sent to Ellsworth via email to add qual card last print date to a report.

Action Items:

- **Approved:** Responder Master Record (C028) report redesign. Implemented by April 10, 2020 (Marshall, Colwell)
- **Approved:** Develop new Experience by Responder report. Due May 1, 2020. (Marshall, Colwell)
- Send email to CMB to assist with IQCS online training review. 5/1/2020. (Christopher)

- Set up a meeting to discuss IQCS 2.0 business rules this winter. Due date: 10/1/2020. (Tippett)
- Review all current Account Users roles/responsibilities. Due date: Fall 2020. (Christopher)
- Review the IFPM control tables. **No due date.** (Mattfeldt)
- Ticket #115455 - Adding a course number for National Aerial Firefighting Academy II Refresher request from USFS. Follow up to evaluate a need and a connection to qualifications. **No due date.** (Mattfeldt)