

# **IQCS Change Management Board (IQCS CMB)**

October 19<sup>th</sup>, 2023

**Attendance:** Shannon Tippet (IQCS), Michael Pena (IQCS), Marley Marshall (IQCS), Guy Colwell (IQCS), Amanda Jones (USFS), Garth Fisher (BIA), Brent Ruggles (DOI), Sara Sink (NPS), Percy Metivier (USAF), Mike Ellsworth (FWS), Mark Skudlarek (BLM/chair), Paul Tranetzke (BOR), Paulette Bolles (TNC), Neil Clineman (Army)

## **IQCS Program Updates (Pena)**

- General Updates
  - Staffing – looking at long-term detail with option to hire Application Steward position.
  - Currently conducting IRWIN Testing Version 9.0.
- Annual User Audit
  - Pena to provide 10/20/23 to agency reps. Remove accounts by 12/4/23.
- Single Sign On
  - Currently in testing phase and full implementation on 10/30/23.
  - IQCS icon now available on FAMAuth.
- Total Responder Count: 56,630.
- Responder Login self-service. Link on IQCS web page (home) for troubleshooting.

## **Agency Updates**

- Sara Sink National Park Service IQCS CMB/Agency Rep.

## **IQCS 2.0 (x) Update**

- Status (Pena)
  - Will be called IQCS 2.0 in Production, (x) identifies development status.
  - Working with Developers, Marley Marshall, Mark Skudlarek, and Sara Sink (NPS) as agency rep/product owners.
  - Developed UAT environment for practice with real-time changes and provided access to product owners.
  - Agile Development/process – Meetings are identified as “sprints”, meanings are quick and efficient with developers and bi-monthly meetings with product owners. Process oversight by Michael Pena. Development team works daily.
  - IQCS Agency business rules developed over 8 months (2022).
- Demo - IQCS 2.0 (Marshall/Skudlarek)
  - Presentation of: Landing page and responder records to include Training, PTBs, Experience, Trainings, Lic/Cert., Documents, and reporting features.

## **IRWIN Integration**

- Current Status (Pena)
  - Version 9.0 hopeful to connect.
- Data Standards
  - Mike Ellsworth initiated contact with NWCG to establish a course standard naming board/committee.
  - EDG as potential solution for course naming standards.

## **IQCS Project Completions**

- Jetport Codes Updated July 2023 to reflect FAA airports. (#130405)

## **On-going Projects:**

- **IQCS Change Management Procedures Document Review/Update**
  - **Action:** Review the CMB Procedures Document (Jones, Skudlarek, Marshall).
  - **Action:** Develop SOP Document for CMB and new CMB members.
- **IQCS Delegation of Authority Document Review**
  - **Action:** Determine agency needs and continue to Review and present to CMB (Kennedy/Jones, Skudlarek, Ruggles).

- Document needs to be updated, not all agencies require.

### **IQCS Data Requests**

- **Action:** Continue discussion and update CMB procedures document to determine IQCS "multi-agency" data requests that indicate recruitment from other agencies.

### **Change Requests**

Request to "auto-verify" responder experience imported from IRWIN, removing user ability to verify experience (#131829).

- **Decision:** Experience from IROC/IRWIN will be imported as "verified" experience. Users will not need to select the "verify" checkbox. Incident experience fields can be edited. Once incident information is imported to IQCS, changes that occur in IROC to incident information will not be sent.

IQCS User role-based training for current application (#131997) and IQCS 2.0.

- **Decision:** Current application, discontinue agency requirement of submitting IQCS training completing certificates with account request form to IQCS help desk for new/modifications to user accounts. Update standard user account request form to include training completion on form.
- IQCS 2.0 training CMB discussion:
  - New training will need to be developed.
  - IQCS 2.0 will be more intuitive for users.
  - CMB thought users may need a training component and ideas include: user guide, tour video, quick access videos.

Request to update name of N9052 Agency Administrator Workshop to distinguish national level training coordinated by NIPFTC (#129936).

- **Decision:** Update course title Agency Administrator Workshop (N9052) to NIPFTC Agency Administrator Workshop (N9052).
- **Action:** for those training records of responders who completed (BLM, FWS, NPS) in GA/local offerings and got credit for N9052, determine action to distinguish between a locally delivered Agency Administrator Workshop and national delivery.

Determine action on Licenses/Certifications without expiration dates (#131994). ASCO position requires Private Pilot Certification (does not have expiration date) for some pathways to certification.

- **Decision:** Create FAA Private Pilot certificate within Licenses/Certificates and add to ASCO position standard requirements.

### **Qualification Document Updates (as of 10/19/23)**

- **NWCG PMS 310-1**
  - Archiving SVBD
  - Archiving SUBD
  - Adding SOFF
  - Adding X-520 to the 7 Complex positions
  - RX-300 (RX-301 + RX-341) – Will be added to IQCS, date undetermined.
- **FWQS** (Updates and edits due Nov. 1<sup>st</sup>, 2023)
  - AADM – (BLM) Add Required Experience – AADM task sheet.

- AITS - Update “maintains currency for ICT4” with “maintains currency for ICT3”. Update IAT training course name: Fixed Wing Flight Manager with Hazmat to Fixed Wing Flight Manager Special Use.
  - AOBS – Remove A107 no longer exists in the IAT course catalog.
  - HELR – (BLM) Adopt USFS standard for A219 or S-271 required training.
  - RAWs – Update fitness level “None” to “Moderate”
  - SPOT - Add CRM N9059 (FS and BLM). Add RT-9059 (triennially) (FS)
  - SHLS—(FS)Add CRM Frequency/RT
  - SHLR—(FS) Add CRM Frequency/RT
  - TTOP – (BLM) – Add Required Training: S-219 and S-290. Add Required Experience FFT1 and completion of TTOP PTB (new). Update Fitness Level to “Moderate”.
  - Agency-specific PTB (FS) DZOP/TPOP/DZIA/TPIA
- **DOI IPQG** – No updates for 2023.

## Decisions

- **Decision:** Remove responder experience validation.
- **Decision:** Remove role-based training certificates submission via help desk request form. Update associated documents and website to reflect decision.
- **Decision:** Update Agency Administrator Workshop (N9052) to “NIPFTC Agency Administrator Workshop (N9052)” to specify national level training coordinated through NIPFTC.
- Proposed: PFTC Agency Administrator Workshop
- **Decision:** Create FAA Private Pilot certificate as pick list item on Licenses/Certificates page

## IQCS 2.0 Decisions

- **Decision:** Delete/remove training attendance that are not approved for IQCS 2.0 categories: (session cancelled, no show, late nomination, etc.) from responder records. Approved attendance categories include Completed, Enrolled, Waitlisted and records with those status will transfer to IQCS 2.0.
- **Decision:** User ability to record administrative award of record completed/achievement will occur on the source record page (Training, Task Book, etc.). Competencies table will be read-only.
- **Decision:** Administrative award of competency to be titled as “Administrative Action”.
- **Decision:** Order of position fields to present to users determined as: Position, Standard, Endorsement.

## Actions

- **Action:** Review the CMB Procedures Document for updates (Jones, Skudlarek, Marshall).
- **Action:** Develop SOP Document for CMB and new CMB members.
- **Action:** Delegation of Authority: Determine agency needs and continue to Review and present to CMB (Kennedy/Jones, Skudlarek, Ruggles).
- **Action:** Continue discussion on data requests and update CMB procedures document to determine IQCS “multi-agency” data requests that indicate recruitment from other agencies.
- **Action:** for those training records of responders who completed (BLM, FWS, NPS) in GA/local offerings and got credit for N9052, determine action to distinguish between a locally delivered Agency Administrator Workshop and national delivery.

## Actions (2.0)

- **Action:** IQCS 2.0 design and color scheme and new logo. Must be 508 compliant. (Fisher, Skudlarek)
- **Action:** Identify solutions for annual user audit process in IQCS 2.0 (Marshall, Skudlarek, Sink)
- **Action:** Reassess addition of “Home Unit” to IQCS during spring CMB meeting. CMB chair to respond to “Home Unit” RFC submitter (Skudlarek).

**Next Meeting:** April 24, 2024