

IQCS Change Management Board (IQCS CMB)

April 3rd, 2024

Attendance: Shannon Tippet (IQCS), Michael Pena (IQCS), Marley Marshall (IQCS), Guy Colwell (IQCS), Joe Sean Kennedy (USFS), Garth Fisher (BIA), Brent Ruggles (DOI), Sara Sink (NPS), Percy Metivier (USAF), Paul Tranetzke (BOR), Ryan Sundberg (Army), Mark Skudlarek (BLM/chair)

IQCS CMB and Agency Business

Agency Lead Updates

- US Army - Ryan Sundberg will replace Neil Clineman as US Army agency lead.
- Neil Clineman to remain involved with IQCS and work with IQCS staff to establish Navy and Marine Corps organizational structures.

IQCS CMB Charter Update

- Work group established to make updates to the IQCS CMB charter (Kennedy, Ruggles, Metevier, Sundberg, Tranetzke).

IQCS Membership Criteria

- Continued discussion on IQCS membership criteria. Finalized criteria will be addressed in the IQCS Charter.
- DoD and Border Patrol Search and Trauma Rescue (BORSTAR) request for expanded and initial membership:
 - DoD approved (spring 2023) to expand IQCS membership to include Navy and Marine Corps. Neil Clineman will begin working with IQCS staff to determine organizational structure.
 - BORSTAR not approved based on organizational structure within DHS and potential of future agreement issues. Will re-evaluate at completion of IQCS 2.0 and on-going work with membership criteria.
- Reiterate resources are limited to accommodate all requests, and that maintaining functionality of current IQCS application and developing IQCS 2.0 are the priority projects.

IQCS 2.0 - Decisions by CMB

CMB Decisions:

- **Position Task Books:** User capabilities necessary at various stages of position task book (expired, active, certified):
 - Position task books that "expire", will be "view-only" and cannot be edited by user.
 - Position task books that are "current/active", can be "edited and/or deleted" by user.
 - Position task books that are "certified", can only be "edited or deleted" by Agency Lead Role.
- **Training Page:**
 - "Host Unit" field will not be an available field on the training completion page.
- **Responder Profile Page:**
 - Jetport is available for input, but not a "required" field.
 - Home Unit Dispatch is available for input, but not a "required" field.

Business Topics:

IQCS access roles - Request to have regional Fire Management Officers approve their own regional staff. (Fisher)

Decision: Approval processes are agency specific. BIA will organize approval process to meet the needs of the agency.

Qualification Document Updates

- **NWCG PMS 310-1**
 - Archiving SVBD and SUBD. IQCS has inactivated positions.
 - X-520 – Complex Incident Management Field Evaluation available in IQCS.
- **Federal Wildland Fire Qualifications Supplement**
 - Updates and edits due to Mark Skudlarek no later than Nov. 1st, 2024.
 - Soft Deadline of October 1st established to share and vet updates within agencies.
- **DOI IPQG (Ruggles)**
 - No updates to position qualification and training.
 - Future updates to Fitness Standards and Implementation strategy forthcoming.

IQCS Program Updates (Pena)

- Staffing – Same staffing, plus an intern has been hired to assist with user account modifications.
- No significant workload impact to IQCS Help Desk after Fall 2023 decision to discontinue uploading training certificates with IQCS user account requests.
- IQCS Program Priorities:
 - **Current IQCS Application** – Continued maintenance and only address issues that impact training, qualifications, and mobilization of resource.
 - **IQCS 2.0** – Main focus is developing and testing the new application. IQCS staff, developers, and product owners contribute daily to development, testing, and ensuring application follows business requirements.
 - **IQCS integration with Learning Management Systems (Currently WFLP).** Integration to occur with current IQCS application or IQCS 2.0, depending on completion timeframe.

IQCS 2.0 Update

- Work continues between developers, Marley Marshall, Mark Skudlarek, and Sara Sink as agency representatives/product owners to develop and test IQCS 2.0.
- Developers and Programmer working to eliminate “competencies” component of current application.
- Continued work on reporting capabilities. Realized reporting is a high priority for all agencies and users should see improved capabilities in IQCS 2.0. Priority reports include master record, incident qualification card, qualification reports.
- Determined the need to establish a task group for the incident qualification card and explore digital/electronic version along with certifying official workflow (Kennedy, Sink, Skudlarek, Fisher, Colwell). Incident qualification card deadline set as June 30th, 2024, for IQCS 2.0 version 1.0 programming.

Next Meeting: October 23, 2024 (0900 – 1500 MT)