

# Notes

## MNICS Task Force Meeting

1/8/2020

0930-1530

MIFC 2

**Attendees:** Seth Grimm, Cory Berg, William Glesener, Kurt Fogelberg, Roy Holmes, Chase Marshall, Leanne Langeberg  
**Special Guests:** Tracy Fifarek, Training Working Team, and Mike Rice, Training Working Team

### AGENDA ITEM

### NOTES

AGENDA ITEM	NOTES
<p><b>09:30 MIFC Building &amp; Budget</b></p>	<p><b>Facility Updates</b></p> <ul style="list-style-type: none"> <li>- No new building updates reported.</li> <li>- Dispatch – The carpet wall project is close to completion. The next step is to install metal for magnets.</li> <li>- The cost estimates for the carpet cleaning project were discussed, and the Task Force approved cleaning the training room carpet.</li> <li>- The hot water replacement was sent out for a second bid.</li> <li>- The Facilities Strategic plan is in progress, waiting on edits.</li> <li>- Facilities master plan is in progress.               <ul style="list-style-type: none"> <li>o Considerations discussed to add 200 sq. ft. to front entrance extending out into the parking area to reconfigure front desk and public access to the building.</li> </ul> </li> <li>- The active-shooter exercise is planned for the week of January 13<sup>th</sup>. All MNICS partnering agencies will be represented.               <ul style="list-style-type: none"> <li>o Emergency evacuation packages have been updated and posted throughout the fire center building.</li> <li>o Facility plan consideration to add additional blue lights to dispatch, aviation, and fire cache areas of MIFC to alert staff of active shooter.</li> </ul> </li> <li>- MIFC Access Key Cards               <ul style="list-style-type: none"> <li>o The current list was sent to the Task Force to review.</li> <li>o Joel Perrington received training on the current key card system. Is now able to make changes to the system.</li> </ul> </li> </ul> <p><b>Budget Updates</b></p> <ul style="list-style-type: none"> <li>- \$28,000 remains uncommitted.</li> <li>- Information Management Working Team requested \$400 for refreshments during the PIO workshop Feb 5/6, approved by Task Force.</li> </ul>
<p><b>Web Meeting Platform</b></p>	<ul style="list-style-type: none"> <li>- The current web meeting platform WebEx is expensive to maintain.</li> <li>- Zoom GOV account is a potential alternate platform that is housed on the Zoom meeting web-based platform. The connection is for single sign-in meetings that can be recorded.</li> <li>- MNICS can create a Zoom GOV account that will allow up to 300 connections and ten host emails for \$20.00/month. This platform will be usable for MNICS training session hosted at MIFC.</li> <li>- Task Force approved the Zoom GOV account. The MN DNR will cover the 2020 expense, and future payment will be written into the MNICS agreement.</li> </ul>
<p><b>Center Manager Detail &amp; Assistant Manager position updates</b></p>	<ul style="list-style-type: none"> <li>- The Center Manager detail has been offered, and the individual will begin duties two weeks from January 6, pending a re-write to the position description. The official announcement has not been released.</li> <li>- The GS-07 dispatcher positions will be re-advertised with January fire hire cert.</li> <li>- The logistics dispatcher position is in the reclassification stage with MN DNR. Tasha is open to bringing on a smoke chaser/AD during the interim.</li> </ul>

<p><b>Border Meeting</b></p>	<ul style="list-style-type: none"> <li>- The Border meeting is scheduled for February 6, 2020.</li> <li>- Last year MNICS hosted as a conference call due to government shutdown.</li> <li>- Task Force will recommend a one-day meeting in International Falls or Grand Portage.</li> </ul>
<p><b>2019 MNICS Meeting Review</b></p>	<ul style="list-style-type: none"> <li>- Task Force recognized the effort put into organizing the meeting by Kevin Carlisle and Leanne Langeberg and expressed their gratitude. They shared feedback from attendees that the new format changes were well received.</li> <li>- Task Force was pleased with the attendance and noticeable shift in the make-up of attendees.</li> <li>- Task Force will continue with the current agenda design: <ul style="list-style-type: none"> <li>o Day 1 – Task Force and Board of Directors joint meeting, and Weather Meeting</li> <li>o Day 2 – Working Team Meetings</li> <li>o Day 3 – Full Day General Session</li> <li>o Day 4 – Half Day General Session</li> </ul> </li> <li>- Task Force will request all Working Team Chairs to report their current Working Team rosters to Leanne Langeberg before the February Task Force meeting. She will update the MNICS webpages before the March Working Team reports in March.</li> </ul> <p><b>Task Force/BOD and Working Team Meetings:</b></p> <ul style="list-style-type: none"> <li>- It was recognized the Board of Directors’ attendance was light this year. Next year more emphasis will be placed on building the Joint Meeting Agenda. The Task Force Chair will coordinate the agenda effort.</li> <li>- Meeting with MNICS Type 3 IMT Incident Commanders – Task Force will plan for a dinner meeting with selected IC at future meetings.</li> <li>- Two working teams did not meet during the MNICS meeting this year, and one of those teams had a dedicated meeting space that was not utilized.</li> <li>- 2020 – The Working Team chairs will be notified of meeting time/location earlier.</li> <li>- 2020 - Task Force Reps will request Working Team Chairs to identify during the March required meeting time and their preference for am or pm if not planning to meet the full day.</li> </ul> <p><b>Evaluations</b></p> <ul style="list-style-type: none"> <li>- The Task Force was presented with a summary of the meeting evaluations. Overall positive feedback from the 38 responses. Attendees were very pleased with the Key Note Speaker.</li> <li>- Evaluations provided suggestions for future topics to consider.</li> </ul> <p><b>2020 MNICS Meeting Planning</b></p> <ul style="list-style-type: none"> <li>- Kevin Carlisle and Leanne Langeberg presented the task force with key findings from the After Action Review. It was recognized that this year both were very new to the process and did not have previous event planners readily accessible for advice. The areas of improvement identified were: <ul style="list-style-type: none"> <li>- <i>Implementing a planning calendar</i> <ul style="list-style-type: none"> <li>o Leanne presented the Task Force with a planning document that she feels will help with future planning efforts.</li> <li>o It defines monthly tasks and responsibilities that will improve communication and help to complete logistical efforts timely.</li> <li>o Leanne requested the input from the Task Force and Kevin Carlisle to add items they feel are necessary action items to support future planning efforts. The master copy will be stored on the MN DNR shared drive.</li> <li>o This document will help guide the Task Force meeting agenda specific to MNICS Meeting planning.</li> </ul> </li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>- Interagency MNICS Meeting Planning Committee <ul style="list-style-type: none"> <li>o A Request was made to organize a MNICS Meeting interagency planning committee to support pre-planning activities, registration, meeting and greeting presenters, and a dedicated IT support for presentations.</li> <li>o The Task Force supports more interagency involvement, and the Task Force Chair will be involved with the planning committee.</li> </ul> </li> <li>- Finalize the agenda before October 1.</li> <li>- Task Force will notify the awards nominators and award recipients.</li> </ul> <p><b>Key Note Speaker</b></p> <ul style="list-style-type: none"> <li>- A recommendation was made to secure the Key Note Speaker and all guest speakers by June 2020.</li> <li>- Task Force will consider PTSD/Mental Health for 2020 Key Note speaker. Cory Berg will reach out to Neld St. Clair with Critical Concepts.</li> <li>- William Glesener will reach out to Travis Dotson.</li> <li>- Recommendation was made to secure a set amount of funding that can be used toward key note speaker fees. In the past, the Task Force has identified funds in the financial plan.</li> </ul> <p><b>2020 Agenda</b></p> <ul style="list-style-type: none"> <li>- The Task Force Chair will coordinate the agenda.</li> <li>- The recommendation, based on meeting evaluations, was made for the Task Force to select one agency to present on agency history, how the agency became a part of the MNICS organization, current topics of wildland fire in the agency, and the direction of the agency's fire program efforts.</li> <li>- The Task Force will consider how to increase presence of the Board of Directors and Task Force during the general session program.</li> </ul>
<p><b>RX Fire and non-agency PIO Training Opportunities</b></p>	<ul style="list-style-type: none"> <li>- The Information Management Working Team inquired about the ability to request Public Information Officers (PIO) in both trainee and qualified status to support agency prescribed burn information efforts.</li> <li>- PIO's can be requested through a resource order. Agency PIO's will follow their agency process for placing a resource order request.</li> </ul>
<p><b>Training Working Team discussion:</b></p> <p><b>GLFFC and Federal Agency membership</b></p>	<p><b>GLFFC &amp; Federal Agencies:</b></p> <ul style="list-style-type: none"> <li>- Concern identified that Regional Level training coordinators do not recognize the MNICS organization training efforts on the same level as Compacts (i.e., GLFFC). This is resulting in training not being offered by MNICS, which greatly reduces all MNICS partnering agencies from attending highly sought after training opportunities. The most recent example is the M-410 offered at MIFC in December 2019.</li> <li>- A letter was drafted by the Training Working Team US Forest Service Rep to the Task Force to acknowledge this challenge and to identify ways to prioritize all MNICS partnering agencies receive highly sought after training.</li> <li>- The Task Force discussed the following: <ul style="list-style-type: none"> <li>o The option for the Federal agencies to become ad hoc non-voting members to GLFFC, ensuring each organization has clear ad hoc membership through GLFFC organizations.</li> <li>o Available training seats should be prioritized to fill with MNICS partnering agencies before filling outside of MNICS.</li> <li>o The GATR's recognition of MNICS as a training organization.</li> <li>o More emphasis should be placed on the training needs assessments.</li> <li>o When advertising training, MNICS should clarify on how many seats are open to non-compact or non-MNICS trainees. William Glesener will request to add this to the Standard Operating Procedure.</li> </ul> </li> </ul>

**Training Working Team discussion:**

**Academy**

- **Course List**
- **Bloodmobile**
- **Type 3 IMT and ICC Roles**

**Academy Course List and Lead Instructor Plan**

- Training working Team presented the Draft Academy Course list, currently 28 courses listed at 720 seats.
- Based on the 2019 instructor evaluations, instructors feel strongly that RX courses shouldn't be offered at the Academy.
- Concern remains that too many courses are offered at the Academy.
  - o Request to reduce 300 and 400 level courses. ICS 300 and ICS 400 will remain on the course offerings for 2020.
  - o Offering Prescribed Fire (RX) course at the Academy is difficult because RX burns are still happening; this places strain on the instructors. Task Force recommends offering RX 301 and S-330 outside of the Academy.
  - o Recommend the L-973 Finance Section be offered outside of the Academy.
  - o The EVOC courses could potentially be taken off the list as mostly only MN DNR employees need this course. MN DNR is considering the MNSCU course being offered at St. Cloud as an alternative.
  - o ICS-400 - William requests to keep on schedule to allow Jim Edgar to complete a quality assessment of the course before removing from the Academy.
  - o IROC and D-110 course will be combined this may.
  - o S-215 – Jeb is not willing to teach at the Academy. If it is offered, a new instructor must be identified.
  - o IWIM – This is one course to consider to drop. However, the Task Force does recognize the unique value the course offers. If the course has already been secured, the Task Force recommends dropping the aviation component this year.

**Bloodmobile**

- Memorial Blood Centers is excited to return. Task Force would consider Bloodmobile as long as appointments are scheduled after the Academy classroom time (i.e., 2 hours at the end of the day). William will verify the logistics and advocate for appointments outside of class time.

**Academy Financing**

- Task Force requests Todd Manley, training coordinator, and ICC staff to present to the Task Force the financial breakdown Academy expenses at the February Task Force Meeting.

**MNICS Type 3 Incident Management Team coordination of the 2020 Academy**

- Many concerns expressed to the Task Force reps about the role of the Type 3 Team for the 2020 Academy.
- Past IMTs have been heavily involved with pre-planning of the Academy. Task Force questions if this is an appropriate use of the MNICS Type 3 Teams to assume this responsibility during the active fire season.
- The Task Force needs more clarification on the pre-planning expectations. Todd is looking for a team to start supporting the pre-planning efforts in early March.
  - o There is a significant workload with logistics coordination, liaison pre-work.
  - o It was recognized that a team of AD's are there because they want to be there to help. Also, their schedules are not conflicted with other obligations so they can be fully committed to the pre-planning effort.
- Task Force would like to learn more from Todd and the Training Working Team, about the role and responsibilities of Meadow and the ICC, and the tasks that need to happen before the Academy.

<b>FDOP</b>	<ul style="list-style-type: none"> <li>- Task Force will revisit this topic</li> <li>- William will locate notes and send out to the Task Force to review and will revisit this topic at the next Task Force meeting.</li> <li>- Agency leads for the data, and finalizing the indices for staffing and response plans are still needed.</li> </ul>
<b>SNS</b>	<ul style="list-style-type: none"> <li>- The scenario exercise will happen at the end of June and can be handled by a Type 3 IMT.</li> <li>- William provided an outline and requested the Task Force give comments to him. If Task Force agrees with the Type 3 Team organization, then team members need to be selected.</li> </ul>
<b>Individual Agency Updates</b>	<ul style="list-style-type: none"> <li>- NPS – no significant changes, waiting on a budget to be approved.</li> <li>- BIA – no significant changes.</li> <li>- MN DNR – The Predictive Services position has been filled.</li> <li>- HSEM – Training officer has moved on to another position.</li> <li>- USFS – No report</li> <li>- FWS – No report</li> </ul>

*Next meeting: February 5, 2020 - MIFC Conference Room 3/ Conference Call*