

# Incident Business Committee Meeting

## April 28-29, 2015

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### **Present:**

Tim Blake, Branch Coordinator  
Dave Burley, BLM  
Christine Peters, NPS  
Jamie Parker, FS  
Sarah Fisher, FS  
Janell Ray, NASF  
Lisa Street, BIA  
Chuck Wamack, GACC  
Jeff Arnberger, OPs  
Tandy Bolling, Executive Secretary

### **Also attending or called in for portion of the meeting:**

Sean Cross	Tammy Denney
Kolleen Beesley	Deanna Crawford
Deb Fleming	Dave Haston
Paul Schlobohm	

### **Day 1**

#### **IBC Mission Statement and Plan for the Future**

Sean Cross is trying to standardize and add clarity within NWCG. One of the ways he is doing this is by creating a NWCG Master Committee Charter that contains all NWCG committee and subcommittee mission statements. IBC will review their mission statement and provide any comment by early May.

#### **NWCG Web Demonstration - Tammy**

Tammy Denney demonstrated the new interactive NWCG website that is expected to be implemented by June 1<sup>st</sup>.

#### **Membership – A Proactive Look at Future Needs**

There will be a few changes to IBC in the near future. Christine and Janell are retiring at the end of 2015, Jill will be taking a new job and will no longer be on the IBC and the BIA position is still vacant.

### **Decisions:**

- IBC will recommend names to the NWCG Executive Board to fill the vacant

- seats.
- IBC agreed to extend Ron's term as chair, which expires in June.
  - IBC would still like NASF to have two representatives on the committee.

## **Standard Operating Procedures**

Reviewed and updated IBC SOP.

## **IDIP & AD Management**

Kolleen Beesley called in and briefed the IBC on her tasking on the IDIP, with her main effort being to standardize and centralize the AD hiring workload due to a perceived workload on dispatch centers. She is requesting IBC provide recommendations to the briefing paper she presented.

### **Action Items:**

- IBC will draft a memo stating their concerns about the central hiring center to NWCG Executive Board and request direction.
- IBC will brief their fire directors on the situation.
- IBC will brief Kolleen with their points of concern after bringing it forward to NWCG Executive Board.

## **Rental Car Tasking Update**

Deanna Crawford called in and gave an update on the rental car tasking group draft recommendations. The group tried to identify what procedures currently existed and any problems that are associated with them.

### **Action:**

- IBC requested the task group to provide key elements for a national approach to the final report.

## **Long Term Criteria/Matrix for Future AD Classifications**

Type 3 positions were inadvertently left off the FS & DOI AD Pay Plans when they were issued. IBC agreed the Type 3 positions would be set at the AD-J rate for the 2015 season and will officially be included in the 2016 AD Pay Plans. The rationale to set the rates at AD-J is (1) it stays consistent with the rate being one rate lower than the next higher qualification and (2) is equivalent with the ICS3 position which can be graded the rest of the type 3 qualifications.

### **Action:**

- Sarah will write the memo for IBC and send to leads to distribute. IBC agreed to go forward with hiring Maryann to create a matrix to be used when leveling positions for the AD Pay Plan.

### **Action:**

- Sarah will pursue setting up the contract and obtaining the remainder of the money that may be needed.

IBC will communicate to the field the process for requesting a change to the AD Pay Plan. This process will be reviewed annually

## **National Incident Business Workshop – Assign Task Group to Implement (Sarah)**

It was proposed to hold a joint workshop with the Dispatch Coordinators meeting in December.

### **Action:**

- Sarah will host a conference call on Monday with IBC, Chuck, and Lee Ann Evans to see if this would be possible.

## **Mentorship**

IBC will continue a mentorship program, however, it will be up to the leads of when they bring a mentee to the meetings.

## **Day 2**

### **Training Courses – Deb**

Deb Fleming provided a briefing of the NWCG courses that are under IBC purview:

- S-260 online version will be put into the learning content system and have requested funding to update the instructor lead course.
- S-261 was published in 2014
- S-262 has been assigned a project leader and will begin to organize the material into the course content.
- S-360 is now with FEMA as EL975. To instruct this course instructor must be in the system and give FEMA 6 months lead time.
- S-481 was revised in 2014.

## **Follow up Items from December Meeting**

- Dave Haston and Sarah will develop a tasking to update the shift ticket and have IBC review.

- IBC discussed the briefing paper from Nelda St Clair on the Incident Business Support for Clinical Incident Peer to Peer Groups and Procuring Clinical Specialist. Jeff will invite Nelda and Krystal Johnson to the next conference call to provide an update on what they have done and what specific support they need from IBC. Will need to look into if EAP is providing the service we need for CISM.
- Master Agreement will be extended to the end of the year and will try to add language to the new agreement that agencies will not cross bill for CISM support.

## Updates

- DOI Travel Updates:
  - Has been signed and is now with GSA for the waiver.
- Incident Records Subcommittee
  - Will need to find a replacement for Janell, Christine and an IBC liaison to replace Gini.
  - Would like to get a documentation unit leader or planning section chief on the task group.
- OF-288 Status –
  - Currently with GSA, who will be completing the 508 compliance and making the form into an electronic fillable form.
  - Tim will follow-up with the timeframe of the completed form, IBC would like to include in in the 2016 revision of the Interagency Incident Business Handbook.
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- Advanced Cost Training Task Group
  - Jeff will work with Dave to set up a survey similar to the one used for the draft 310-1 for the task group to collect information relative to cost management and the issues that have occurred.
- OF-294, OF-286, OF-305
  - No Update.
- IIBMH Rewrite
  - In the process of being reviewed by the field until June 30<sup>th</sup>. The Rewrite Committee will meet to discuss the comments July 14-16.

## Fire Code Tasking

Discussed FireCode tasking from NWCG Executive Board and decided the FireCode tasking would be better fit with the Data Management Standards Committee, but will have Dave as IBC representative on the group.

## Review Action Log, Close out what we can

The action log was reviewed and updated.

## COMP Position

IBC approved moving forward with eliminating the INJR & CLMS positions and only having the COMP. IBC leads will vet through their agencies and Sarah will work on pulling an ICQS report to see how many this may affect. Sarah will work with Jeff to try and complete a change request form and transition plan by the OTC May meeting. The position taskbook will be reviewed and updated by the October release of PMS 310-1

## COST Position

There is confusion from the field regarding the COST position taskbook and a subtask bullet that the individual must be evaluated on a supervision role. Jeff will take the issue of this perceived requirement to OTC.

## Round Robin

### Christine

- Nothing to report

### Jaime

- Nothing to report

### Tim

- Nothing to report

### Dave

- Is the new DOI Business Lead for FireCode.
- The Orange Book has been updated is available online, it will not be published.

### Janell

- Will be retiring the end of the year.

### Sarah

- E-ISuite was implemented this week. Currently issue with the accruals interface so they have to be faxed into ASC until it's fixed.
- Gina Bald will be retiring the end of May or early June. Jose Acosta will be the new project manager for e-ISuite.
- Jill Lipsey is resigning from Texas Forest Service and doing contact work in support of the e-ISuite project.

- Jamie Parker is working on filling the Contract Management Position that will be the COR for the shower, caterers and IBPA program.
- ESF4 course are being developing.

### **Lisa**

- BIA has received TRM money to help fill 12 vacant field positions.
- Standardizing crew carriers, superintendent and helitack vehicles to follow the BLM model.
- Aaron Baldwin in the new fire director for BIA.

### **Chuck**

- Nothing to report.

### **Jeff**

- The BIA will have a chapter in the Redbook and will no longer have their Blue Book.
- Sage Grouse has been a huge workload of late. BLM has received money to purchase additional fire equipment such as dozers, transports, heliwells, and engines. The Great Basin will have first priority of BLM resources that have been released from other areas before they are made available nationally.
- Montana, Nevada, and Colorado will be having national preparedness reviews this year. There will be another element to the reviews and will focus on suppression expenditures.
- OWDC has combined with the training committee and is now the Operations Training Committee (OTC).
- Comments for the October 2015 310-1 are due May 8<sup>th</sup>.
- Working endorsements but are in a stand still until FEMA completes their qualifications guide.
- Writing a proposal for OTC for L-481, Leadership for Command and General Staff.
- OTC has received tasking to review the training curriculum and to develop training for agency administrators.

**Next meeting is May 13<sup>th</sup> at 1300**