

## **Incident Business Committee Conference Call December 11, 2013**

Ron Schilz, Chair  
Tim Blake, Branch Coordinator  
Billie Farrell, FWS  
Gini Broyles, BIA  
Sarah Fisher, FS  
Christine Peters, NPS  
Janell Ray, NASF  
Tandy Bolling, Executive Secretary  
Dave Burley, BLM  
Jeff Arnberger, Operations

### **AD Pay Plan**

No additional verbiage changes have been brought forth.

Gini will check with OWF about their decision to remove the wording in the DOI AD Pay Plan about only being able to hire casuals for prescribed fire projects authorized only by Congressional funding within the Wildfire Fire Operations account.

### **ECI Memo**

Be cautious of the wording used in memos from IBC to make sure they are recommending agencies to make policy. NWCG reissued the IBC ECI memo with a few word changes which did not affect the intent of the memo and has been signed by the NWCG Chair.

### **IBC Forms**

Tim checked with Cindy Wolf about the status of the OF-288 and needs Gini to send him a final version of the OF-288. Tim will work with Allen and Cindy to draft a memo to go through the agencies forms people to GSA.

Christine completed the 508 compliance a few weeks ago on the Single Resource Casual Hire form.

Allen Deitz would like the Single Resource Casual Hiring form to become an Optional Form instead of PMS; however IBC want to keep the flexibility of the form being a PMS.

Tim will set up a conference call with Ron, Sarah, Allen and Cindy for 12/16 @ 10:00 to discuss the OF-305, OF-288, Incident Buying Team Waybill, Single Resource Casual Hire form and the Commercial Invoice/Rental envelope.

### **Review Action Item Log**

The action item log was reviewed and the status of tasks has been updated.

- Incident records subcommittee – Members are reviewing website documents in January. Intend to suggest changes for cache incident records kits on February call. This item will be a standing item on the agenda for monthly updates.
- S-261 – Ron is working with Jill and Janell for proposed changes to the course. The changes will be sent to the group for review before sending to Woody.

## Round Robin

### Gini

- Received numerous questions about ECI at the Southwest region's meeting this week.
  - Suggested putting the ECI on manifests and reaffirmed that the ECI is secure. The ECI will only be used to process OF-288 and will not have any impact on processing travel vouchers.

### Tim

- Received a question from NIAC about a draft memo on hazard pay for special flights with helicopters. It was decided each agency would vet through their appropriate HR to get an opinion. Dave will get with Brian to let him know what is happening. Will have a status check on topic during January's meeting.
- EMT kits were brought up during the Equipment & Technology Committee Meeting. Tim will set up a conference call with Sarah, Janell, and IEMS to discuss this issue further.

### Sarah

- Region 9 Incident Business Coordinator position is pending.
- Region 2 Incident Business Coordinator will be sent to the selecting official this week.
- The Contract Management Specialist has been classified at a GS-11/12. The outreach will be sent out any day and hopefully advertised in January.
- The Incident Business Coordinator Assistant is still waiting on being classified.

### Christine

- Nothing to report

### Billie

- Nothing to report

### Ron

- Nothing to report

### Janell

- Nothing to report

### Jeff

- Nothing to report

### Dave

- Nothing to report