

# Incident Business Committee Meeting

## November 4-5, 2015

---

### Present:

Tim Blake, Branch Coordinator  
Dave Burley, BLM  
Christine Peters, NPS  
Jamie Parker, FS  
Sarah Fisher, FS  
Janell Ray, NASF  
Lisa Street, BIA  
Reah Reedy, FWS  
Dan O'Brien, GACC  
Wendy Walters, NASF  
Tandy Bolling, Executive Secretary

### Day 1

#### Welcome/Items of Business

- Ron is taking a detail and he will step down as the chair of IBC.
- IBC approved Jamie Parker as the new chair
- IBC approved adding an AQM representative to the committee. Leads will bring names to the December call, to be decided who will fill the role.
- Due to Janell retiring, the vice-chair position will be vacant. Sarah will fill this position.
- Tandy will continue as executive secretary for another two years.

#### OF-288 Release Memo

The new OF-288 is available from GSA. A memo will be released about the availability of the new OF-288 and OF-296.

IBC agreed the memo should be released through NWCG. The due date to have the memo out will be the first part of December.

**Action Item:** Sarah will work on a memo informing the field of the new form and the reasons for it.

#### State Rep Replacement

Wendy Walters will be the new NASF representative.

IBC finds it valid to have two NASF representatives.

**Action Item:** Wendy will network through her contacts to find a second rep.

## Rental Car Tasking Decision

IBC was undecided if a BPA on a national scope for rental cars would be advantageous or not. A few GACCs already have BPAs and rental car procedures in place that are working well. However, the field needs to be informed of recommendations and best practices the task group determined.

**Action Item:** Christine will draft a memo send to IBC for the December call.

## National Incident Business Meeting Update

IBC decided to postpone the national incident business meeting until 2017 due to numerous factors including not having agency approval for meeting, intent of meeting had been changed due to having to decrease the number of applicants, being too federally focused, etc.

IBC leads will work on getting the fire director's and NASF support and to host a meeting that will be able to reach all interested incident business and finance personnel, without having to limit attendance.

Potential dates in 2017 are the week of January 30<sup>th</sup>, February 6<sup>th</sup> or March 13<sup>th</sup>

### **Action Item:**

- Jamie will draft a message to the field about IBC's decision to post-pone the meeting.
- Christine and Jamie will work on creating a message with the intent and purpose of the meeting to sell to leadership to get their support.
- Christine will inform Dana about the decision to cancel meeting, so the task group can be informed.

## Administrative Barriers that may affect Mobility of FF Assets

DOI issued a secretary order to help protect sage grouse. There was a list of action items developed to go along with the secretarial order. One action item is in the incident business arena and the IBC was asked to identify and address any administration barriers that may affect mobility of firefighting assets.

**Action Item:** Dave will respond to the order, that IBC didn't identify any barriers.

## COMP Position

IBC would like to see INJR and CLMS removed as IQCS positions and have folks qualified as COMP. Any necessary tasks from the INJR or CLMS task books will be included in the COMP task book.

**Action Item:** Sarah will work on the change process, historical qualifications and task books with Jeff Arnberger.

## Recommendation to Improve Protection of PII on incident

IBC received an email from Ronne-Sue Helzner concerning improving protection of personally-identifiable information (PII) on incident. IBC determined that this is mainly an education of team members on what should or should not be collected and how to protect the PII.

### Action Item:

- Sarah will add a section to the OF-288 release memo about not collecting PII on incidents.
- Jamie will respond back to Ronne-Sue's email.
- Jamie and Sarah will bring the topic up to the Regional Incident Business Coordinators during their January meeting. They will also distribute information to the planning section members through the GACC's mailing lists.

## Updates

- DOI Travel Updates:
  - The Secretarial Waiver to pay per diem and POV mileage on casual's OF-288 is being prepared for signature. It appears that it will be approved. The goal is to implement for 2016 fire season and to have the format of the guidance similar to the Forest Service's to maintain consistency for the field.
- Incident Records Subcommittee
  - Comment form needs to be updated; Janell will update and have posted to the website.
  - The subcommittee is in need of a new chair since Janell is retiring. Janell will contact the current committee members to see if anyone would be interested in being the chair.
  - The subcommittee will facilitate any changes or updates as they come up.
- Advanced Cost Training Task Group
  - Plan on having a conference call in November to discuss any feedback that was received from the 2015 fire season.
- OF-294, OF-286, OF-305
  - Jamie will follow up with Ron to see who is on the committee and what the taskings are. This will be discussed during the December call to ensure we are clear on what the need and intent is for revising these forms.
- Status of 5 Year Interagency Master Agreement
  - Jamie will talk with Dani to see if Ron has contacted her about adding language about agencies accepting warrants to the agreement.
  - Dave will work with FMB to add this to their agenda so they can review the agreement before it goes for signatures.

- IIBMH Rewrite
  - The rewrite task group met this week to go over SME comments and final formatting.
  - The final version will be given to NWCG Publication by the first of December.

## Day 2

### AD Position Classification

Following positions will be added to the 2016 AD Pay Plans

- Agency Administration Liaison (THSP)
- MAC Support
- Strategic Fire Management Analyst
- Small Engine Mechanic (SMEC)

The Forest Service has some THSP positions that are national in nature and will need to be approved by Jamie instead of regional incident business coordinators.

#### Action Item:

- Jamie, Dave and Christine will use the leveling/matrix process to classify the positions for inclusion in the AD Pay Plan.
- Missing approximately 19 PDs, IB leads will forward any PDs they have to Jamie so they can be posted to the Forest Service's IDP website and have a hard copy printed for the file.
  - Any missing PDs will be discussed on the December conference call.

### Shift Ticket Redesign Discussion

Discussion was post-poned until Dave Haston could join.

### Review Action Log

- Incident Contractor Project Inspector – NWCG is working with agency course SMEs to clean up the classroom material and shortening the classroom material to create hands on field day.
- Chapter 80 Standard Rates – Sarah will address the topic at the regional coordinator meeting to see if there is a need to update the rates.

### Meeting Schedule

Conference calls are scheduled monthly on the second Wednesday.

Face to face meetings for 2016 will be held in Boise during March 8-10 and November 1-3.

## Round Robin

### Christine

- Working with BLM to recruit members for the NPS Payment Teams.

### Jaime

- Nothing to report.

### Dave

- Will be having State Business Leads meeting January 20 -21.

### Janell

- Will be retiring at the end of the year.

### Sarah

- Steve Gage and Tom Harbour are retiring. Dan Olsen will be acting Director FAM.
- Briefing paper on electronic invoicing requirements should be issued soon. OMB had mandated agencies to use electronic invoicing by FY18.

### Lisa

- The Administrative Officer position with the BIA closed Monday.
- BIA will be having an FMO meeting in December in Boise where Lisa plans on discussing requirements for submitting invoices for payment.

### Wendy

- Eight of the western state managers are retiring.
- Used the National Guard on as aviation resource without a declaration of emergency for use inside the State of Idaho.
- Working on organizing a western states state incident business lead meeting in 2016.
- Hosting a dispatch center meeting across Idaho to improve state resource mobilization.

### Dan

- Complexes, merges and splits were a big issue this year.
- Issues with the over 150% lodging expenses. Any possibility in requesting GSA to increase their rates in certain areas during specific times or have a rate for fire season?

### Reah Reedy

- Working on recruiting FWS employees for IMTs.

**Next meeting is December 9<sup>th</sup> @ 1300.**