

# Incident Business Committee Meeting

## March 8-9, 2015

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### **Present:**

Dave Burley, BLM  
Christine Peters, NPS  
Jamie Parker, FS  
Sarah Fisher, FS  
Lisa Street, BIA  
Robin White, BIA  
Robby Gross, NASF  
Dan O'Brien, GACC  
Tim Blake, NWCG  
Jeff Arnberger, OPS  
Tandy Bolling, Executive Secretary

### **Day 1**

#### **SOP Review**

Reviewed and updated the Incident Business Committee's Standard Operating Procedures.

#### **IIBMH Glossary/NWCG Glossary**

Elaine provided spreadsheets with the differences between the IIBMH and NWCG Glossary. One document has terms that will need to be decided if the terms should be included in the NWCG Glossary and the other is terms that are in the IIBMH but do not match NWCG Glossary. IBC will need to determine if they want to use NWCG's terms or submit a change request.

Action Item: Jamie and Sarah will work on the two glossaries and have IBC review and provide updates to NWCG by October for the next glossary update.

#### **Service & Supply Plan Template**

BLM received a few comments on the template and Dave will forward comments onto IDIP.

#### **IDIP Update**

After discussion with leadership, the IDIP briefing paper will remove the recommendations of IBC resolving AD hiring issues. Management will discuss the issues identified by IDIP and determine the best course of action.

#### **2017 National Incident Business Meeting**

The NWCG Executive Board supports a National Incident Business Meeting. DOI Leads will work with their respective agencies to get travel management approval and Dave will pursue

getting the DOI approval. During the May 11<sup>th</sup> conference call it will be determined whether the 2017 meeting is a go or no go.

The proposed dates for the meeting in 2017 are the week of March 13<sup>th</sup> and April 3<sup>rd</sup>. By May 1<sup>st</sup> IBC will have Kathy Shores start searching for meeting facilities. The location options are Boise, Reno, Salt Lake, San Diego, Minneapolis, Omaha, and Tucson. Leads will confirm their agency members are still available and will look into structuring the task group as an IMT.

A status check on the progression will occur during the April conference call.

### **IBC Correspondence**

Jamie will work on getting taskings and correspondence posted to NWCG website. Any memo from IBC will be sent to Tim to determine the need to be endorsed by NWCG prior to being sent out.

### **Bridging to FSC Options**

IBC discussed the option of bridging to the finance section chief position from other sections, since most of the competencies needed are the same and because the IMTs continue to have difficulty filling FSC positions.

Action Item: Jeff will brief OTC on the bridging to FSC option and will work toward putting together SMEs to start working on a determination if this is a viable option.

### **Incident Records Subcommittee**

IBC decided that since a template for IMT records already exists, the Incident Records Subcommittee is no longer needed.

Any questions on record retention should be directed to the incident agency. An IBC Liaison will be listed on the website for any template question/concerns/updates.

Action Item: Tim will take suggestion to the NWCG Executive Board for approval. If approved, Jamie will work with Rhonda to get the website updated.

### **S-260 Live Training**

Concerns were brought to IBC from the Southwest Incident Business Committee about the need for local units to provide a consistent level of incident business training and S-260 classroom training is preferable to an online version.

The online training is more cost effective and reaches a greater audience. However, IBC has requested that the Training Unit create a hybrid of S-260 online training that will include an instructor-led guide. Training was not completed in 2015, but money will be requested again for the project.

Action Item: Dan will draft a response to the Southwest Incident Business Committee and have a contact list of available regional/state incident business individuals who can be contacted as questions come up during or after S-260. This will be reviewed and approved by IBC before being sent out.

## **Out Year Budget Requests**

Action Item: Jamie will submit budget request for \$25,000 to support items such as facilities, speaker, videographer, etc. for the 2017 National IBC Meeting.

Jamie will respond to Training that IBC would like to pursue the \$200,000 to improve S-260.

## **E-ISuite Program Management**

Sarah updated IBC on WFIT and looking toward IBC to serve as the business SME role. Looking at interagency ways to approach managing the program.

## **Day 2**

### **ADs and Health Benefits**

Due to the Affordable Health Care Act, casuals will be offered health care insurance if they work 130 hours in 3 consecutive months. If there is a break in service for three days, the casual will need to re-elect the benefits, but, after 13 weeks of no hire, the 90-day clock will reset.

DOI Leads will work to determine a DOI HR contact and a DOI Interior Business Center (IBC) contact. Modifications will potentially need to be made to FPPS to track eligibility and create reports for notification. Sarah will work on setting up a meeting between the IBC leads, FS HR, DOI HR, agency payment centers and DOI IBC to discuss implementation processes.

### **Update on TIPP Project/Contractor Invoices**

Transforming Incident Procurement Project (TIPP) has resulted from the DATA Act from OMB. 2017 requirements are to track expenditures from time of order until release and 2018 requirements are for vendors to provide their own invoices to the payment centers.

A core team for the project are having two-hour weekly calls to get recommendations to the executive leadership. A TIPP meeting is taking place next week and an executive level briefing should be available at that point. .

### **Combined Payment Center**

A combined payment center could be a recommendation that results from TIPP.

### **DOI/NPS HR Determination on Night Diff**

NPS HR approved night differential on all hours between 6 pm and 6 am. The other DOI agencies have not received any determination from their HR. The Forest Service's determination has not changed and is still for only for non-overtime hours between 6 pm and 6 am.

### **Bin Items**

- Vice Chair Position – Dave will be the vice chair.

## Miscellaneous Items

- Sarah will request the Master Wildland Fire Agreements to be sent to IBC for review of the draft edits.
- IBC will review the website for any documents that need to be updated.

## Updates

- Advanced Cost Task Group – Task group has updated the training curriculum and it has been approved. Dave will talk to Deb Fleming on including it with the NWCG Curriculum training schedule. IBC will need to figure out where the training curriculum will be kept.
- DOI Travel on OF-288 – Systems are ready to accept travel on OF-288 to begin making payments by March 15<sup>th</sup>, with reporting being available the first part of May. Procedures will be going out to the field soon, with implementation beginning April 1<sup>st</sup>. Only POV mileage, incidentals and up to 15 meals per assignment can be paid on the OF-288.
- IIBMH Update – Should be posted electronically by Friday and available in the cache by the end of April.
- OF-294/OF-305 Revision Update – Christine is the chair and IBC liaison for the task group. Northern Rockies has a revised OF-305 that will be used and they are working on making revisions on the OF-294. The next conference call is April 8<sup>th</sup>.

## Review Action/Item Log

- Incident Contractor Project Inspector Training – NWCG has the training and Sarah will do a status check.
- Chapter 80 Standard Rates – Serena is working on the rates but it doesn't look like there will be major changes.
- Rental Car Tasking – Jamie will get the final memo sent out and posted to IBC webpage.

## Round Robin

### Christine

- Nothing to report.

### Lisa

- Robin will now be the IBC lead for IBA, this will be Lisa's last meeting.

### Robin

- Nothing to report.

### Robby

- Working on documentation requirements for state billings.

## Dan

- National Coordination Committee stood up.
- VIPR will interface with ROSS.
- Certain GACCS are unable to fill all IMTs in their area.
- Northwest area is looking at roving INBAs, PROCs and Buying Teams that are attached to a service center instead of a dispatch center.

## Jamie

- Nothing to report.

## Sarah

- FAM is going through organizational changes.
- FEMO MOU is being renewed.
- Attended Fire Summit which dealt mostly with fire transfer and obligations.

## Dave

- Nothing to report.

## Tim

- NWCG is working to revise 420.
- Safety zones are being studied by MTCD.
- NIOSH is working on study of firefighters to see if their health is different from the general population.
- NIAC is working on the aviation strategy.
- The National Coordination Committee is up and running.
- Executive Board is standing up a group to deal with the scarcity of radio frequencies.

**Next conference call is April 13<sup>th</sup>**

**November face to face meeting has been changed to November 2-4.**