

Incident Business Committee Meeting January 28-29, 2014

Present:

Ron Schilz, Chair
Tim Blake, Branch Coordinator
Billie Farrell, FWS
Gini Broyles, BIA
Sarah Fisher, FS
Christine Peters, NPS
Dave Burley, BLM
Janell Ray, NASF
Jill Lipsey, NASF
Jeff Arnberger, Operations
Chuck Wamack, Representing Dan O'Brien, GACC
Tandy Bolling, Executive Secretary

Day 1

Updates

The change request has been approved for the upload of AD OF-288 to CPC and will be released August 15th. Dave is working on finalizing the hiring at locations and the office codes crosswalk. He is not anticipating there being a change to the field process of submitting OF-288 to CPC.

Dave has completed the business case to pay emergency travel on the OF-288, which will be taken forward to the fire directors. There is a differing of opinion on whether or not the incidental rates are an entitlement.

The S-481 – Incident Business Advisor course material has been handed over to NWCG Training Committee and Janell will keep in-touch with Deana Shaffer on the status.

Currently, Incident Records Subcommittee is looking at any immediate changes needed on the website and records kits. Once the information is updated then the workload will be to maintain the website. Gini is working with Tammy Denney to obtain the incident records documents.

CY 2014 AD Pay Plan

The 15 positions are almost done being classified. The Intel Coordinator will not be classified since there was already an Intel Lead and Intel Support positions in the AD Pay Plan and there wasn't a significant difference. Additional updates that need to be made before the Pay Plans can be issued:

- Since there was a 1% federal pay raise, the pay plan will have a 1% rate increase.
- The Prescribed Fire Verbiage referencing congressional funding in DOI Pay Plan will be deleted from the 2014 DOI AD Pay Plan.
- Verbiage changes from November's conference call were reviewed.

Additional topics discussed:

- Discussion on the long term concern of needing positions classified yearly and not having the skill set to accomplish it. In the future, will need to look at all the Type 1 and Type 2 positions due to EIM. IBC needs to be more diligent on making sure the positions are needed on a national level, there is a big enough pool of people doing the duties and something similar does not exist in the Pay Plan.
- Billie is continuing work on the correct pay rate for the FEMO position and will have to IBC by fall.
- Hiring units can make it mandatory for ADs to bring back performance evaluations.

Action Item:

- IBC will vet through their agencies the option to reduce IBA currency from 5 years to 3 years. Also, whether or not the FSC should maintain IBA qualification. This will be discussed in more depth during the March conference call after IBC has obtained information from their respective leads. If changes are needed, Jeff will help Dave write the memo to OWDC to make the changes to the 310-1.

IBC Forms

Cindy Wolf joined the group for this discussion.

Update on forms IBC is revising:

- Cindy has received the final version of the OF-288 and is working on finding the DOI form manager and what their requirements are to revise a form. Sarah will find the form manager for the Forest Service. The DOI Bureaus will send the form through OWF instead of the 4 separate agencies. Once Cindy completes the forms package, Dave will send it through OWF.
- Christine will work with Cindy to get her the final version of the Single Resource Casual Hire form. Cindy will get an NFES number assigned and send to the printers. IBC will review form final time and have comments back to Christine by mid-February.
- Buying Team Incident Waybill form is finalized. Ron will send a request through Tim finalizing the form and requesting an NFES number to be assigned. The form will be printed in colored triplicate.
- The Commercial Rental Envelope needs a small edit to the parenthesis before it is final. Ron will send request through Tim finalizing the form and requesting an NFES number to be assigned. The envelope will be printed on white envelopes with a top flap.
 - The Incident Buying Team Waybill and Commercial Rental Envelope are test forms and will be printed and stocked in the cache beginning this season. The test forms will expire 12/2015. IBC will need to review the forms and comments from the field and decide if changes are needed or if they become GSA forms.

IBC will review and revise a form if a business need presents itself, this procedure will be added to the IBC SOP. IBC will get PMS involved in the process as soon as a need to revise a form is presented.

Forms discussed:

- Ron and Sarah will know by the March conference call if there will be a business need to revise the OF-305 and OF-286.
- Resource Extension form is in the dispatch purview and IBC will request the most current link for the form to be published in the IIBMh.
- Extended Work Shift and/or Deviation from Work/Rest Policy are an IBC tool and will revise if needed when the IIBMh is revised.
- OF-296 is being revised by ETC. Form will no longer have “safety” in the title. IBC will provide a summary of changes needed on the revised form. Tim will facilitate a call with Cindy, Ron, and Dave for the next step. The following are the form changes:
 - Need the inspector to sign the form along with printing name
 - Operator’s signature – would each operator have to have a new inspector?
 - Need to define asterisk as “out-of-service” criteria
 - Space for additional operator’s license check

Action Item:

- Ron will send the OF-294 EERA to a group of SMEs for a review of the form and general clauses. FAR clauses will be excluded from the form since they change constantly. Comments from SMEs will be due back before April Conference call. Ron asked the Incident Business Leads to canvas their agencies for a member to be on a task team to revise the form.
- OF-305 is in need of revision

Chapter 80 Standard Cost Rates

No significant changes from 2013 to warrant any changes for 2014. Rates will be reviewed annually.

FAQ Package

IBC approved the Lend/Lease, Property and Rental Car FAQs. Ron will issue a memo from IBC. These documents will then be put on the IBC website.

Incident Contract Project Inspector

IBC reviewed and approved the ICPI course (S-262) materials. The materials will be forwarded from IBC to the NWCG Training Committee. Once the course is published, IBC will request OWDC make S-262 a recommended course for ICPI in 310-1. Sarah and Tim will take the lead to present to NWCG Training Committee to pursue.

Advanced Cost Training

IBC reviewed content of the training and decided the course is very fluid and needs to be reviewed and updated annually. Currently, separate efforts are being made to update the material. To try to streamline this effort, IBC agreed to create a Unit to review and maintain the Advanced Cost Training materials. The skill set will need to be identified for the Unit and a leader. Sarah and Tim will draft the charter and intent for the unit. Dave will function as the liaison between the Unit and IBC. The materials will be placed on the IBC website for accessibility.

S-260 Review

IBC determined the hardcopy student workbook and instructor's guide is out of date. The on-line version is good but would like an option to be able to instruct the course in a classroom setting.

Deb attended additional discussion on 1/29/2014.

IBC is requesting to have the contractor take the online course and make it available on a CD with a printable test and Instructor Guide. The estimated amount for this provided last year was \$4,000. Deb will check to see if this cost is current.

Action Item:

- Billie will complete a budget request

S-261 Review

IBC was requested to take a look at S-261; after a quick review of the course materials it was decided a more in-depth review was needed. Ron reported IBC's decision to Josh.

Josh and Deb attended additional discussion on 1/29/2014.

Dana Reid will be the SME to provide a list or bullet points for the commissary items to be added into the course and will be due to Josh by the end of February. Dana will also confirm the recommended course length. Ron will coordinate with her and provide her the background and documentation.

DOI & FEMA MOU

A memo between DOI and FEMA will not be pursued since DOI seldom gets a direct mission task assignment from FEMA.

Day 2

Annual SOP Review

Reviewed SOP for accuracy and updates. Once changes are made it will be sent out to the group.

All Chair Agenda Items

IBC discussed Chair's presentation at the All-Chairs meeting in February.

2014 IBC Meeting Dates

The following changes to the conference calls were agreed upon.

- February call cancelled
- April 9th conference call was rescheduled to April 15th. Billie will check on the availability of a conference line.

October meeting was scheduled for October 21 – 23 with an undetermined location.

IRWIN

Presentation from Rochelle Pederson.

IRWIN will reduce redundant data entry and provide consistent, current data across participating applications. The first application will be WildCad, ICS209, WFDSS, and Enterprise Geospatial Portal that will go live March 31, 2014. Data exchange will require modification and standardization of existing business practices.

Rochelle will be tapping into IBC for help with standardizing terminology and business practices.

e-ISuite

Gina Bald, Sue Shirts, and Donna Tate called in and presented an update on e-ISuite.

Due to developmental delays, implementation of e-ISuite will be this fall. This will give a chance to do field testing during the fire season. I-Suite will still be decommissioned in 2015.

Train the Trainer sessions will be scheduled to begin in October and will be a 2 day session held in Sacramento, Denver and Atlanta.

Training materials are being developed for the traditional classroom curriculum and an on-line version. Once deployed, will try to do webinars to capture new business practices.

I-Suite has released a patch to implement ECI changes.

Review Action Log

Reviewed action log and updated leads and due dates.

Billing Center Discussion

Discussion on one payment center to do invoicing for all states. A small group (Dave, Billie, Christine, Gini & Sarah) will draft a concept paper to present to IBC in May.

Bin Items/Misc.

IIBMH rewrite was briefly discussed. IBC will start thinking about a task group lead. Tim will contact Cindy to let her know that IBC will start the rewrite process this spring so she can start working on the 508 compliance for the handbook. A separate conference call will be scheduled to start the rewrite process.

Hazard Pay

- Recommendation to IHOPS - if they want to pursue the issue will need to define flight profile, determine if it meets the hazard pay criteria of the CR and send to the WO.

IBA 1 & 2

- Jeff will have OWDC work on combining IBA1 and IBA2 into one IBA position. He will bring it back to IBC to review prior to finalizing.

Thank you for ECI and ICPI groups

- Sarah will work on thank you notes for ICPI and Christine will complete for the ECI group for Ron to sign.

EMT Kits

- Tim is facilitating a call between IBC and RMC to discuss the need of kits and whether or not NWCG will produce a standard list or if the Caches are able to stock them.

Round Robin

Gini

- Nothing to report.

Tim

- Risk Management Committee will be focusing on medical response this year.
- NIAC creating two new taskings dealing with Yarnell.
- Dave Haston is the new chair of ETC.
- Dan Smith is the new chair of the Executive Board and Sean Cross is the Vice.
- Executive Board's focus this year is strategic planning, evolving incident management, and cohesive management strategies.

Sarah

- Attended FS National Incident Business meeting last week.
- Will continue to pay AD travel on OF-288, but will include a few additional standards for 2014.
 - Long term travel will not be processed on the OF-288 if travel is longer than 21 days.
 - A spreadsheet will be provided to help calculate travel and attach to OF-288. This will be provided in the guidelines but is not mandatory.
- Standards have been created for ASC processing time and travel.
 - If issue on travel on timesheet can't be solved within 3 business days, ASC will remove travel and process time. Then will work with home unit to resolve travel issue. If unable to resolve in 30 days, it will be sent to the home unit to solve.
- FS FAM is working with FESSAA to put together a task group to look at rental car issues.
- There are no controls to monitor ADs being reimbursed twice for motel rooms. Working on creating a spreadsheet for Buying Team to record hotel rooms purchased during the season which can then be crosschecked with what has been processed in GovTrip. Ron will share with Buying Teams that if the need is there to procure a motel room for an AD, they can do it without a box being checked on the Casual Hire form.
- Forest Service is getting push back from the Department of Agriculture not to use purchase cards for travel; they don't want purchase cards to be used for travel authority. This creates a big concern of how ADs will be supported. Some suggestions are to use CBA card for travel and another is to get a preloaded debit card.
- Able to pay for 2 bags up front when paying for emergency travel, option is worth exploring.
- Cooperative Agreements template is still on hold, waiting for language.
- Fair amount of issues with the standards in how invoices and billing are being validated by the states and federal agencies. Each entity has a different requirement and agency requires different documentation. Putting together a task group to develop standards to bill and receive bills from states.

- Primary authority is the Fire Protection Act which provides reimbursement for claim and costs incurred during an incident. States and FS have different interpretation of this. Have a call with OGC to discuss.
- Director at ASC has committed to making staff available for finance positions and getting them on GACC priority training lists.
- May see IBCs assistance in qualifications and requirements review of some IBPAs.

Christine

- Nothing to report

Billie

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- Holding a Webinar with CPC and agency personnel.
- FWS is in workforce planning mode and is looking at more downsizing. There is a cost apportionment course being held in California.
- Working through Concur issues.

Ron

- Has been teaching Incident Procurement Training the last few years and will work with NWCG Training Committee to make it a NWCG course. Will be asking IBC for assistance.
- Toilet I-BPA has changed to only provide daily rates.

Janell

- Nothing to report

Jill

- Nothing to report

Jeff

- The EIM has a new project manager who is bringing organization and focus to the effort and and clarifying previous decisions. He has established a Key Decision Log for the Executive Board to approve when decisions are made and then is made accessible.
- OWDC is working to establish Type 3 positions for C&G. The hope is not to create new taskbooks and classes but may need to add tasks to current task books. The basic premise is that once qualified at a certain position then automatically be qualified at the corresponding type 3 position (ex: qualified time unit leader = qualified Type 3 FSC). Trying to get these positions into 310-1 in October. This will affect the AD Pay Plan when these positions are added to the 310-1. OWDC received a request from the dispatch committee to remove the task book requirement for EDRC and only require the course as the mechanism to become qualified. OWDC will make a decision this month.
- OWDC is working on a tasking from NWCG to evaluate the standards for national mobilization for Type 2 and 2IA crews.
- OWDC is requesting feedback from IBC regarding the IBA2 and IBA1 qualifications in relation to EIM. IBC discussed the topic, provided some initial verbal feedback. Jeff will work with IBC and OWDC to determine the process for formal communication between the committees.

- OWDC and NIMS/NFR Committee reviewed ICS form to determine whether or not FEMA forms meet our needs. Bulk of the forms will work, however there a few forms specific to fire. These will be designated with a “WF”.
- The Risk and Complexity Assessment (RCA) has been adopted by NWCG as a replacement for the Complexity Analysis and Organizational Needs Assessment.
- IRPG is available on line right now and will be available in print mid-March.

Dave

- Updating the BLM Orange Book and try to have out the end of April.

Chuck (Representing Dan)

- Nothing to Report