

INCIDENT BUSINESS PRACTICES WORKING TEAM
February 25-27, 2003
Boise, ID
Meeting Notes

Attendees:

Michelle Ryerson-Grett, BLM – representing S&HWT
Mary Ann Szymoniak, FS – Incident Based Automation Task Group
Barry Mathias, BLM – Incident Based Automation Task Group
Mary King, BIA
Rosie Morin, BIA
Hallie Locklear, FWS
Randy Hart, BLM
Paul Palmiotto, FL State
Emmy Ibison, FS
Veronica Belton, BLM
Dave Behrens, AZ State
Tory Majors, FS
Sarah Gale, FS

Not in Attendance

Tony Recker, BIA
Carol Clark, NPS

Contracting Resources

Reviewed NWCG position paper re: Contractor & Qualifications, Sample Contract Provisions, Sample Training Provider MOU, and Additional Contracting Issues memo to NWCG making changes and suggestions.

Action:

Contract Provisions

- **Tory will work on matrix for “Other Personnel” mentioned in item number 3 that are THSP’s and do not have identified training. Matrix will include column titles of “Position”, “Physical Fitness”, “310-1 Required Training”, “Additional Training” (Annual Safety Refresher Training), and “PPE Required for Position”.**
- **Tory will contact TWT to identify Work Capacity Test parameters relative to contractors.**

MOUs

- **Tory will provide cover memo to TWT & IOS, with cc: to NWCG, to suggest an MOU & process be established for the Work Capacity Test in relation to contractors, similar to the training MOU.**

Additional Contracting Issues Assignments (see attached file, “contract resource proposal edit.doc” for assignment specifics)

- **Performance Appraisal language – Paul**
- **Agency Personnel Training (CORs, BUYT Leaders) – Tory**

- **Equipment Specifications (COTR cover all national contracts) – Hallie**
- **Work/Rest language – Randy**
- **Incident Behavior Form – Veronica**
- **Local Resource definition – Tory**

Casual Hire Form

Form used at time of hire for single resource casual hires, not organized crews. USFS will make this a mandatory form beginning with 2003 season. Form needs a few changes:

- Need additions under “required situation for hire”
 - #9 – Prescribed Fire DOI ONLY
 - #10 – Hiring Training Instructors
(Review the pay plan required situation to hire all)
- Fix AD-5 justification statement / Randy will send his geographic form example to Tory.
- Change optional AD signature to mandatory.
- Put a block on the form for payment center address.

Action:

- **Veronica will discuss with BLM ADO’s and business folks and get back to Tory with comments/feedback by 3/14/03.**
- **Tory will contact Tina for FS needed changes and have by 3/14/03.**
- **Tory will share with IBPWT for comment and for dissemination to agency personnel for input from BIA, NPS, FWS, State, etc.**
- **Tory will get a final draft to the field in April to be implemented ASAP.**

If adopted by agencies as mandatory, then modify supplements to IIBMH for 2003. Will also submit to PMS as test form at this stage pending additional modifications.

English/Bilingualism

Proposal by S&HWT endorsed by NWCG re: language requirements. Info needs to be sent to field relative to contracts and added to IIBMH Chapter 10, 20, and Pay Plan.

Action:

- **Tory will write memo to S&HWT & NWCG for clarification if this applies to ALL casuals, i.e. single resources or those positions supplementing an IMT that are non-supervisory.**
- **Tory will draft memo to send to IBPWT members to share with agency personnel through mailing list.**
- **Tory will draft language for IIBMH and run through EERA Task group.**

Driving Regulations

Driving regulations were submitted by S&HWT to NWCG and adopted establishing different regs for CDL & non-CDL drivers. FS cannot enforce new policy unless it has gone through the Union.

Action:

- **Tory will contact Ed Hollenshead and Chuck Whitlock to see if they contacted FS Safety and Health and the Union. Nothing will be changed in the IIBMH until clarification is made.**

Supplemental Foods

Policy endorsed by NWCG.

Action:

- **Tory will validate through FS if this policy is acceptable (Chief's decision.) If so, she will send a letter through NWCG to field and incorporate into Chapter 20 of the IIBMH. If not, NWCG wants to revisit the decision.**

Incident Based Automation

Presentation made by Mary Ann Szymoniak & Barry Mathias re: the status of this task group. IBPWT approved the charter for Phase I of the project.

Note: Need to send copies of the FS Incident Obligation Demonstration Project Briefing Paper to all members of the working team.

2004 IIBMH Revision Committee

Need to identify a Chair and committee members to handle the handbook revision. These individuals will review submissions for changes to the handbook or send them out to SMEs for review. Comments are due by April 1st.

Action:

- **Tory will resend memo and comment form as high priority to get as much feedback as possible.**
- **IBPWT members will send Tory names of possible committee candidates ASAP. Committee needs to be selected by 4/1/03.**
- **Suggestions will be sent to IBPWT members and posted on website for review by the end of April, then will set up a timeline of writing sessions.**
- **Tory will announce and hand out form at Logistics and AC/IC meeting.**

Work/Rest

Action:

- **Tory will incorporate the suggested changes or clarifications noted by IBPWT members.**
- **Memo is to be sent to NWCG the week of March 3 for signature and distribution to the field.**

AD Pay Plan

Task Group updates:

Classification Task Group – Judy Carvelho has been assigned as the lead. New state rep is needed, Paul & Dave will work on getting names to Tory ASAP. Tory will send charter and cover memo to IBPWT when completed.

AD Pay Plan Use Task Group – Emmy is lead. No advancements yet but still a priority.

EERA Task Group – Byron Brown is new lead. He has had a conference call and is gathering information from the field with another call scheduled for 3/20/03. Changes seem to be occurring outside of group as well and all needs to be pulled together. Make sure recommendations are developed with interagency input and considerations. Need to get charter back with changes and sign. Randy can sign.

Equipment Repair Order Form

Reviewed submissions from field. Identified a format to be suggested. Two critical additions are necessary:

- Comment on bottom stating “All repairs to contractor equipment must be deducted from contractor invoice. The appropriate claims process must be used for potential reimbursement.”
- Space for GSUL signature.

Action:

- **Tory will give form to appropriate personnel at Logistics workshop for them to rework and submit back to IBPWT to push through the system and make official. If several variations of the form are requested, IBPWT will post a few examples in the Tool Kit of the IIBMH but not make an official form.**

IBPWT Website

Reviewed “Hot Topics” format and “Issues” section. Hot Topics will be screened prior to posting on website. Issue submissions will be addressed at next IBPWT meeting, sent to appropriate agency, entity, GACC, etc for response, or posted to the web if necessary. Site will be monitored on a monthly basis, deleting old information that is no longer valid and archiving information that needs to be accessible. This is also a good spot for agencies to post specific business information they would like to share with the field.

Action:

- **Sarah will work with Ted on finalizing a “Hot Topics” button and a “Current Business Issues” button. Buttons will be located on IBPWT main page.**
- **Tory will draft a memo from IBPWT to finance community of what’s available and how to use it.**

IBA Course Update

Next test course scheduled for week of April 21st. May be hosted in Milwaukee, if not, Judy will be asked to lead and course will be held in Boise. Course will be open to all geographic areas for applicants with priority for Type II or Type I trainee IBA’s. Also working on developing an IBA course for AA’s, AO’s, and IC’s – executive level course re: their role, expectations, relationship with an IBA. Viewed as a 1-day course covering IBA stuff in addition to other pertinent business management information.

Action:

- **Tory will send class announcement to IBPWT members when finalized for sending out to agency mailing lists for the April course.**
- **After IBA Course material completion, Tory will submit course to TWT for review and adoption into regular NWCG catalog. If not adopted, IBPWT will continue to sponsor the course, as it is very necessary.**
- **IBA Guide will be updated relative to course changes and other pertinents and will be republished this summer presumably.**

AA Guide to Critical Incidents

Reviewed the updated version of guide sent out by S&HWT. Noted additional changes that need to be made along with process clarifications. Will it be posted on the web or a formal stocking? Who will maintain currency of appendices if listing sources of

assistance, etc? Perhaps it is better to post on web and have links to sites that may have information updated on an annual basis rather than having to update a hard copy document.

Action:

- **Tory will follow-up with a memo to S&HWT summarizing changes needed and appendices concerns**

Miscellaneous Updates

Casual Hires will be paid via direct deposit or treasure issued checks available 3/1/03.

Course Revisions – Tim Blake is contact in Training for Finance courses.

National Interagency Business Practices Meeting in February 2004

- Send names to Tory for a meeting Chair and committee members.

Round Robin

Most everything covered during regular meeting discussions.

Veronica – She will serve as BLM rep until Ed Lewis position is filled. No word yet when that will happen. EFF Pay Program is being rewritten, 2nd draft just came out.

Paul – Florida State Forester is retiring after 40 years of service. FL trying to get more & more people trained and involved in fire finance.

Rosie – BIA becoming much more active in fire. They have produced their own operational guide version of The Red Book containing bureau policies and guidelines. They will be adding BIA supplements to the IIBMh this year. They too, are getting more and more people trained in fire finance.

Future Meeting Locations & Dates

May 20 – 22 Fairbanks

September 16 – 18 Phoenix

Travel on Mondays & Fridays, depending on meeting agenda length.

****Tory will talk to Phil Street re: FWS Representative.**