

## **Incident Business Practices Working Team**

Tucson, AZ

January 28-29, 2004

### **ATTENDEES:**

Hallie Locklear – Chair/BLM

Tory Majors – Out-going Chair/FS

Veronica Belton – BLM

Emmy Ibison - FS

Debra Ledford – NPS

Tony Recker – BIA

Dave Behrens – Western States

Paul Palmiotto – Eastern States

Randy Hart – Coordination Center

Winfred Hooker – DOI/AD Pay Plan Contact

Sarah Gale - FS

### **WEDNESDAY, JANUARY 28, 2004**

#### **Meeting with NWCG**

##### Work/Rest

The policy intends to put the responsibility back on the administrator and IC and take away means for interpretation. There will be no differences between initial attack and extended attack or type of incident. The policy does allow for exceeding 16 hours, however it is recommend not to exceed 24 hours. Must mitigate with to 2:1 after excessive shifts.

##### Length of Assignment

NWCG agreed to 14-day assignments again, with the same set of rules applies to all groups. Assignment extensions may be done for up to 14 days. They also agreed to two days off after a 14-day assignment, although this is still an issue for the states and may not apply to them. Managers do have the discretion to provide days off on the incident. GMAC and NMAC want the option to be in the loop for extensions if they choose and may put out further guidance for extensions if they deem it necessary. The extension form has been modified and one form will be used per IMT with each section chief signing off as authorizer.

NWCG wanted tight limit on the 24-hour work shifts, but in reality this cannot be done, i.e. 72-hour shifts in California. The responsibility lies with individuals and supervisors to monitor their own fatigue level as well as that of the resources assigned to them.

**Action: Tory will make the suggested changes and send to NWCG.** They should sign and send it out by next week. This will be included in the mob guide and the IIBMH.

#### **ISUITE Stabilization**

Highlights for 2004 – work on all the bugs, develop a new installation process, develop a routine to import ROSS into IRSS, develop user guide and quick reference cards, and a

recommended transition process for IMTs. Will use same Dewey Decimal system as ROSS for numbering team members etc., i.e. IC – O72, FSC – O72.21, TIME – O72.27. Only set back is they lost some funding last year because of a shortage in Forest Service funds.

Reviewed the R&R report issue that Mary Ann submitted. The IBPWT suggests Option #3 as the best solution, which involves changing this field to “mobilization date”. **Action: Hallie will report back to Mary Ann that Option #3 is the best solution.**

#### **FEWT Issue – Potable Water Standards.**

FEWT has established specs for equipment. There are already standards in place by State health. **Action: Paul and Dave will send specs of what their states require, especially for licensing to Tory.**

**Action: Tory will prepare a letter back to Jan regarding the use of state requirements for specs.** This will be done through all 3 teams S&HWT, FEWT, and IBPWT. We should always be checking for certification.

**Action: Sarah will add a blurb in IIBMH on the equipment hire section in Chapter 20 re: “must meet state certification requirements”.**

#### **IIBMH Update**

Comments are due from agencies by Friday 1/30. We are still expecting a response from Gary Wilson and Mary Morris. Chapter 90 will not be available, but we will create a placeholder in the IIBMH for the chapter to be inserted when complete. NWCG policy is to adhere to all policies and guidelines regardless of the type of incident i.e., work/rest, length of assignment. Driving regulations are questionable but may apply to all risk as well, based on what the DOT waiver states. Driving regulations will be added to the IIBMH as well. They are slightly more restrictive than DOT with “8 consecutive hours off duty before shift.” There is room for exceptions. Drivers will follow DOT or NWCG policy, whichever is more restrictive. Driving regulations apply to all drivers, not just CDL.

Comments received will be shared w/ rewrite committee if necessary. Still on schedule to print and release by April 1, 2004.

#### **Follow-up on Items from October Meeting.**

##### **EERA Smoke Chasing**

Call from Mark Gress re: need for true definition of local resource. A definition has been added to the IIBMH. Still an issue because of licensing requirement, however pre-positioning is different than smoke chasing. Buses are doing nothing different than helicopters, however buses require state licensing and helicopters are licensed by FAA. The prepositioning issue applies to other vendors in addition to buses, i.e. office trailers. There is currently guidance in the IIBMH re: how to handle resource assignments. **Action: Hallie will contact Mark to discuss the direction given in the IIBMH and find out if this is sufficient or if he feels there is a bigger issue that needs to be addressed.**

### **Non-Incident Personnel Length of Assignment.**

Still hopeful for feedback from Gary for IIMBH to address this and give managers a tool to work with when dealing with pilots, smokejumpers, dispatchers, etc who are not assigned in support of several incidents. These individuals should be on a detail request.

### **EERA Task Group**

FS Efficiency group will be meeting Feb 2-6 to develop a standard formula for determining daily and hourly rates. Kermit Johnson, Sue Huston, and Diana Patera will be in attendance.

EERA clauses have been agreed upon and should be available for this season.

Task Group Future – What do they still need to do? What do we want them to do? Do we need to continue this group and possibly add more people?

Form revision process needs to take place – front of the form still needs work. We also need to review the use invoice, shift tickets, fuel oil issues, etc. We may need to wait until the February meeting to see what comes out of it and where we need to go with contracting. Additional task groups can be established at that time.

We do envision additional work on an interagency basis with the task group expertise if they are willing to continue. The IBPWT will look to establishing a new task group after the February meeting with a new charter. One suggestion for chairperson is Carol Brown. This will also provide an opportunity for the BIA and FWS reps to be added to the group.

**Action: Hallie will send an email to Byron so he is apprised of our discussion and what our expectations are.**

**Action: Randy will double check w/Byron to see if clauses were sent out.**

IBPWT members should consider ideas of awards, etc to recognize the group. **Action: Randy will get a list of names of all who participated with the EERA Task Group for recognition purposes.**

The EERA Task Group assignment will be complete after the standard formulas have been developed. **Action: Upon completion, Randy will draft a letter, for Hallie's signature, to Byron and the other group members, thanking them for accomplishing their task and meeting the timeline.**

### **AD Classification Task Group**

The task group will present a complete package all at once towards the end of the fiscal year. They will look at the positions they've already classified and will be pulling more SME's for each functional area (3-6) to sit down with classifiers and come up with final proposal. Judy will ensure an interagency spread amongst SMEs and will keep all members apprised and included in the entire process. Tony is the group liaison and Judy should contact him for assistance in finding names. Meetings could be done by conference

call, etc to entice more people to participate. SMEs will be added to the list of participants and the final report to lend credence to the classification.

Goal is to finalize the baseline by Feb 2004 with a final report of all positions by July 2004. Implementation will take place in 2005.

**Action: Tony will contact Judy to amend the charter, changing the completion date to 8/15/04, including language re: interagency representation on SMEs, and updating the membership list.**

**Action: Tony will check with Judy to see if Forest Service and BLM can run a couple of positions through AVIEW and Quick Class, to see how these systems classify the same fire position.** Use positions that do not have a standard PD, such as crew bosses, division supervisors, etc. Also use positions that have already been completed by classification task group.

Once the jobs are classified, we need to have a group tasked to establish rates, pay bands, etc. Gary agreed to look at basic AD-1 – AD-4 rates to see how they were established and if there is really such a huge disparity between Alaska, Hawaii, etc. Sandy Tripp and Sheri Elliott would be good prospects to lead this group. We will wait until after the February Business Workshop to see who engages and what products come out of workshop. Another good contact is Debbie Rigden (703) 605-0822 who took Gary Wilson's old job. **Action: Hallie will chat with Sandy and let her know this is coming down the pike.**

A proposal was made that any position filled that is not already established on the AD Pay Plan must be classified prior to hire. Non-established positions would go through the personnel classification process. Once the position is established we could post it on the website for the rest of this season until it can be added officially to the AD Pay Plan to the next season. We need to brief the Fire Directors to get support and get both DOI and FS to send out direction so we have consistency amongst all the bureaus. Hallie & Tory meet with NFAEB group tomorrow and will try to get buyoff. **Action: Hallie will then draft a personnel bulletin to send out under DOI signature, through Winfred Hooker.**

Perhaps we need to consider a joint meeting with IOS to look at what's going on, come up with ground rules for creating positions, mnemonics, tighten reigns on THSP positions, and to discuss a link to IQCS to make sure people are trained and qualified.

### **AD Pay Plan Status**

DOI Pay Plan should be on the streets by Friday. Forest Service Pay Plan is still with Sue Super to go through Directives. Hope to have it out by the end of the month. Emmy prepared a cover memo explaining the process of the Classification group and that there are no changes in the rates for 2004 season. Tina created PowerPoint off of Tory's summary page for informational purposes to present to the field.

Engage public affairs in development of a communication strategy for implementation of our 2005 Pay Plan. Extend an invitation to the public affairs community to attend the

Business Workshop with an end goal in mind of a communication strategy for lots of things going on, not just Pay Plan. NIFC has External Affairs staff and each agency has a public affairs staff person. **Action: Hallie will email the fire directors that we think it would be beneficial to invite a public affairs specialist to the workshop and ask them to provide names of who they would be willing to send.** Perhaps discuss with NFAEB tomorrow.

After the February Business Workshop we will update the web page with Pay Plan status, task group status reports, and other future changes.

### **AD Use Task Group**

The difference between the DOI and FS Pay Plans is what constitutes an emergency, i.e. fuels treatment. Is the current authority still adequate? What can we use for planned events? Do we need to find other authorities or do we modify the Pay Plan to cover everything?

We need to look at EFF Pay and Datamart to see what positions are being filled through the pay plan and to examine how we are currently using the pay plan. The objective is to amend the plan if we need to or to stop the abuse to protect the pay plan so we don't lose it.

### Known Abuses

- Over 300 hours for prescribed burn
- More than 80 hours of training
- Hired for a season rather than an incident, i.e. dispatch centers, etc who bring someone on to work the whole season in their office – location.

**Action: Emmy and Hallie will ask Tina Ledger, Kristi Felty and Deanne Huff to come up with other questions and important information that should be queried for agencies to use. They should send their questions to their respective IBPWT rep (Tina – Emmy; Kristi & Deanne – Hallie).**

From these questions and abuses, we need to create a report, both interagency, all conclusive and agency specific. **Action: Emmy will task Tina to pull together the information, breaking down by agency, and preparing a report for the August IBPWT meeting.**

**Action: Emmy will draft a memo for Hallie's signature re: the disbanding of the original AD Use Task Group. Decide whether to remove the information currently posted on the website or make note of what has transpired to group.**

### **WFLC Tasking**

Two action items have been tasked to the IBPWT.

Cost Share Agreement – Develop guidelines for Cost Share Agreements and have in place prior to the 2004 fire season. Also tasked to make Incident Business Specialists available to oversee agreement development. Want an interagency guideline. Target Date – April 1, 2004

Currently there are already guidelines in the IIBMH. It is un-clear what specifics WFLC is looking for that are in addition to these. It is difficult to develop a one-size-fits-all template beforehand. Each situation is very unique. Also, finance/business people can provide guidance and assistance to the process re: information that should be included or how to make it trackable, but is not their responsibility to oversee this. **Action: Dave will draft a response back to NWCG re: the information above and asking for more specific direction if the IIBMH information is not adequate. Draft needed by February 9<sup>th</sup>.**

Cost Efficiency/Contract Crew Use – Provide findings and recommendations to strengthen the appropriate use of contract crews. Needed by May 2004 NWCG meeting. Target Date – June 1, 2004

We need to find the true cost of a regular government crew, EFF crew, and contract crew engines and contractors. Locate a couple of people to provide information for those agencies with regular government crews. Costs need to include GS rating, hazard pay, overtime, training costs, overhead support, equipment, radio costs, OWCP, unemployment, PPE, transportation, etc. (Look at a contract and see what all they include in their costs.) Create a daily rate considering all of these factors. **Action: Randy will pull together regular government crew information from the Eastern Idaho Crew and Color Country Crew and will develop a daily rate.**

**Action: Debra will contact Terry Brown, PNW to see what they have already pulled together costs of crews and engines. (Hallie will email the list of what information is needed to Debra.)**

Information re: the value and effectiveness of each type of crew would be more complete and valuable from an Operations standpoint. **Action: Hallie will contact NWCG to approach the operations side re: gathering information on the value and effectiveness.**

### **EERA Interface with ROSS**

Currently there is no EERA interface with ROSS.

Resources are worried that if they aren't in ROSS they won't be used. Also, the dispatch community is supposed to be utilizing the closest resource and dispatchers don't know who those are. EERAs are currently put into ROSS for statusing information but offer no cost information to the dispatcher for comparing rates. The EERA database is not interagency.

Yes, it would be nice to have a common database that would feed to ROSS and to financial systems. This is really an Incident Based Automation issue. The email needs to be passed

on to Mary Ann for dealing with phase two of incident based automation. **Action: Emmy will draft a memo to Mary Ann with a cc: to John Skeels, making her aware of the issue and to keep it in consideration.**

## **Round Robin**

### **Veronica – BLM**

- BLM seems to be showing an increase in interest and participation in Business Management issues. There are more BLM folks scheduled to attend the February Business Management Workshop than in years past.
- Hallie is hosting a meeting in Boise between Incident Business Management state leads and payment specialists.
- Transitioning EFF pay from ADO's to casual pay specialists. Casual payments are now made through direct deposit or treasury issue checks. Locations all over the states are making payments. BLM is exploring the possibility of a centralized payment center. Right now there is not good consistency amongst casual pay specialists.

### **Debra – NPS**

- Redesigning payment team program – looking at payment teams having the capability to go into FFS to issue vendor pay portion by January 2005 and casuals will strictly be paid through EFF Pay.
- NPS payment teams will continue to do BLM and BIA as needed but they will be processed through FFS as well.
- NPS is still dealing with Mexican nationals and working with the Treasury Department to have some place for a check to be deposited.

### **Tony – BIA**

- BIA no longer has checks. Still doing vendor pay. Sending contracting issues to NBC for payment. Still have COs at, agency level, certifying and putting into system.
- Would be interested in joining payment center in Boise if BLM develops one.
- Putting on IBA training going on this week in Los Angeles.
- Putting on S-260 for Agency Administrators.
- Should have 8-9 people at the Business Management Workshop.
- Will have presentations at FMO meeting on appropriate use of AD Pay Plan and business issues.

### **Dave – Western States**

- Montana is broke. Trying to deal with tracking and keeping from spending so much money.
- Issue with California re: not sending resources unless they go through ROSS. There are no compacts in place to send AZ resources to CA so they must come through the system.
- AZ putting on basic business courses – Carol Glassburn is the lead instructor.
- Have inmate crews working on fuels work.

- Governor is reorganizing state government and roll of state forester. Most likely will become a cabinet level position.

### **Paul – Eastern States**

- Talk of adding a third state member to working teams, leaving it up to working teams to decide if they need one – would represent the Northeast states.
- Training has been a big focus ... ISUITE (2), S-460 in November – put on by contractor NPI out of PNW. Feedback was good. Cost was \$259/student.
- March 16-18 Business Meeting in Destin, FL to go over national workshop issues, IBPWT meetings, shuttle lessons, APHIS, Hurricane Isabel, etc.
- 4 State IMTs have been developed to deal with Weapons of Mass Destruction, etc. Interagency, but not federal teams.

### **Emmy – FS**

- Looking at same process for payment centers – 5. No talk of vendor pay.
- Need to research proposed legislation re: firefighters getting 24-hour pay and hazard pay part of retirement dollar amount. This did not take care of the annual limit on pay – high graded employees could go on one assignment then would capped for the annual limit. An IHC member could go out on 8 assignments and then they would be capped.

### **Randy – Dispatch Community**

- IQCS training is happening all over. Will integrate with ROSS.

## **THURSDAY, JANUARY 29, 2004**

### **16-17 Year Old Issue**

Received a letter from Oregon to rewrite the IIBMH, stating the age issue is federal policy but not the law. DOL does not list firefighting as hazardous or arduous. Larry Hamilton has received letters from two other states.

Currently there is nothing in the IIBMH that precludes states from hiring youngsters but the feds will not put them on their fires. We will highlight the paragraph in IIBMH and won't change anything until the last minute, either delete it or wordsmith it. **Action: Debbie Rigden will summarize information from websites and DOL and Emmy will forward to IBPWT members when she gets it.**

### **IBA Course**

TWT will be calling Hallie or Tory to discuss the IBA Course. IOS has contacted Hallie to discuss what all they need. IOS & TWT will discuss adoption of the course will get back to IBPWT.

### **Outstanding Tasks**

- Development of Position Task Book – **Veronica Lead**
- Guide revision – **Veronica Lead**

- Videos procured and cached / try to get Cheryl Molis to negotiate with Fish video company to see if we can buy some in bulk at a reduced rate. – **Tory will work with Cheryl**

Upkeep of course would be kept by NWCG once they adopt it. Hopefully it will be adopted by March.

Executive Level course development could be done as a stand alone or as a module to Fire Leadership for local Agency Administrators. Need to put out a call for interested individuals to develop curriculum. Need to have an interagency mix – would be good to have an IC and an AA involved, along with IBAs who have dealt with all levels of fire. Could shake out names after February meeting.

IBA Quals – currently application is submitted to Tory who makes a determination and sends letter. Applications will now go to Hallie who will send them to Veronica and Emmy to review as technical specialists. They will make a recommendation for Hallie's signature. Letter should be sent to both the individual and supervisor.

### **Web Page**

Establish a process and responsibility for what should be archived or deleted and how to keep issues current. Also look at different scheme of web page. Make a better list or breakdown of items so it is easier to manipulate. IBPWT members will review website pages for cleaning up, reviewing information, and considering additional information to include. Assignments are as follows:

Chapter 10 – Emmy  
Chapter 20 – Veronica  
Chapter 30 – Debra  
Chapter 40 – Veronica  
Chapter 50 – Paul  
Chapter 60 – Dave  
Chapter 70 – Tony  
Chapter 80 – Hallie

How do we want to post items?

Old Process – Tory makes decision of what gets posted and sends to Sarah.

New Process – Send submission to Hallie as the Chair, along with the rest of the working team, for posting to website.

When we decide what changes we want made to the website, we can talk to Allen about format, options, etc.

### **IBPWT Process & Procedures** **Meetings & Other Tasks**

Need to try to provide representation at national and regional meetings to provide a business perspective, share issues & concerns, and answer questions. Hallie will be calling on other members of the team to help fulfill roles in meetings, memos, tasks, etc.

Logistics meeting, March 8<sup>th</sup> in Reno – Debra Ledford will attend as the business representative.

### **Information Sharing**

Working team members should include Hallie on their mailing lists to their respective agencies so she is aware of what is being sent to the field.

### **Meeting Minutes**

Need to create an action log for Hallie to be able to track tasks, assignments, progress, and completion dates.

### **Liaison Assignments**

The working team needs to engage with the other working teams better. We should assign liaisons to follow-up with other working teams.

Assignments:

S&HWT – Hallie

IOSWT – Randy

TWT – Paul

**Action: Each IBPWT member will call or email the Chair of the working team assigned to, tell them our goal, ask if we can attend their meetings when necessary, and invite them to attend ours as well.** We may not have to attend their meetings, but it would be helpful to get an agenda so we know if we need to be there or if there is something we need to prepare a briefing for.

Look at other WTs to see if there is anyone else we should establish a formal liaison with.

### **Follow-up with other Working Teams**

Tory will lead a conference call meeting with all chairs to discuss these issues.

In memos, supply a standard paragraph with “acknowledgement and response with their thoughts need to be returned to us with a reply due date”. Even if the reply simply states “no comment”. Memos should also cc: the liaison of NWCG on memos and send to chair of NWCG as appropriate.

### **Participation on Non-NWCG Groups**

How do we communicate with the groups that are doing work, tasks, agreements, contracts, etc on issues that affect the business community. How do we get involved if we are not invited to?

**Action: Hallie will set up time to meet with Rick Willis – Contracting and cc: Ron Wester to ensure IBPWT is in the loop, inform that we can supply SMEs, and provide feedback to changes, rewrites, etc.**

Team members need to continue to share information with the group as they get it. Don't assume that everyone else has seen these items and is aware of what everyone is doing out there. The working team will be more informed and Hallie and the group can make a decision to pursue if they feel it is necessary.

Also, we need to keep in concert with the PNW and all the work they are doing and have accomplished re contracting. PNW put together a task group to develop a strategic plan for contracting resources. Hallie can share PowerPoint presentation put together by PNW if members would like. May be beneficial to invite the PNW group to May meeting to facilitate communication. They should also tap into IOSWT.

### **Working Team Charter**

Need to review the charter to see what restrictions there are on term limits and how many people can serve on the working team. See if the charter still fits our needs. Consider rotations and additional reps, such as a Northeast Area State rep. Also, as contracting issues continue, it would be good to have a representative from that community to keep the working team apprised of what is going on. We definitely still need to have a Line Officer as a representative and perhaps a Human Resources Specialist. It would also be beneficial to have a state rep from OR or WA to keep us apprised of contract crews issues. (Something to consider when replacing Dave). **Action: Dave will check with Kirk Rowdabaugh to see what they can provide.**

The charter discussion will be a topic at the May meeting.

### **NEXT MEETING**

May 3-7, 2004  
Boise, Idaho