

Incident Business Practices Working Team Meeting

January 19 - 20, 2005

San Diego, California

Attendees:

Deb Aiken, FWS

Emmy Ibison, FS

Randy Hart, Line Officer/State FMO

Paul Palmiotto, Eastern States – Florida

Dugger Hughes, Coordination Center

Debra Ledford, NPS

Steve Hasenohrl, Western States – South Dakota

Rosie Morin, BIA

Veronica Belton, BLM

Hallie Locklear, IBPWT Chair

Guests:

Winfred Hooker, DOI Human Resources Office

Deb Rigden, FS Human Resources Office (via conference call)

Mary Ann Szymoniak, Facilitator and Incident Business Automation Representative

Donna Tate, ISuite Representative

Deb Epps, Training Working Team Representative

Draft 2005 AD Pay Plan Discussion and Recommendations

- Deb Rigden, FS Human Resources (HR) Representative joined the meeting via conference call.
- Winfred Hooker, DOI Human Resources (HR) Representative attended the meeting in person.
- Mary Ann Szymoniak, facilitated the discussion.

Objectives:

1. To come to a consensus within the IBPWT and provide equal opportunity for all agency representatives to comment.
2. Provide recommendation back to NWCG parent group, as well as FS and DOI Human Resources Offices.

The working team agreed that the initiation of the AD Pay Plan review was to address issues of pay plan misuse.

Review comments received by HR personnel:

DOI and FS Human Resource offices and Fire Directors received many comments on the proposed draft from the respective agencies employees who utilize the pay plan as well as several groups (e.g. IC/AC Group, Coordination Group). It was noted there were common threads throughout the comments.

What are the issues that need to be addressed?

- There are positions that need to be classified or reclassified.

- Scope is varied ... everything vs. particular positions
- Some positions need to be established – agency specific. Ensure all-risk is considered.
- Do we need to complete an independent review and how do we define this?
- Discuss long-term availability of classification information and work already done for use by the field when looking at classifying new positions that may coincide with something already completed.
- Rates
 - Are they acceptable to the agencies?
 - Can we look at industry rates?
 - Do we need to revisit the trainee rate? Instructor rate? Meeting attendance, etc.
- Education, politics, public relations
 - How do we address the comments agencies have received?
 - Better PR on discussing the work on other hiring authorities and those that already exist.
 - State employees and the need to look at cooperative agreements or other alternatives for hiring.
 - Do we need to pursue legislation that allows us to use the pay plan or something different to better meet our needs?
- Address comments on pay plan verbiage.
 - Do we need to give geographic areas any flexibility?
- Plan/process to address future changes. Implementation plan.
- Drop-dead trigger date.

Several options were presented and voted on:

Option One: Could we implement the 2005 Pay Plan by March 22nd, if we look at critical positions for reclassification and do the leveling of those that have been brought to attention, revamp the verbiage, and have public relations and marketing addressing 2005 pay plan; along with development of a long-term action plan with independent review, look at classifying more positions (consider all-risk), rate review, marketing plan, etc?

(It was noted that we would need to identify critical positions that need to be reclassified, identify personnel who will complete the classification process, and address the reality of accomplishing this within the next two months)

Option Two: Could you support **not** implementing the 2005 AD Pay Plan until January 1, 2006, completing an independent review of the classification process, review rate process, marketing plan, etc? *(It was noted if we do not implement A-M rates, there are still applicable verbiage changes necessary that would be implemented)*

IBPWT members voted their preference, as representatives of their respective agencies, for pursuing the options identified.

Hallie will advise the NWCG parent group that the IBPWT could not come to a consensus and will share the two options discussed and voted upon and request the parent group make the final recommendation.

OTHER BUSINESS

Glossary Change Board

NWCG glossary was updated recently and the goal of the IOSWT is to maintain real-time updates to the glossary. Sarah will serve as custodian to Glossary Change Board for IBPWT.

NWCG Working Team Chair Meeting Update

Met recently to discuss several items including:

- Budget process
- Meeting process for each group
- PMS updates
- WT web pages

Chairs should periodically meet to continue to share ideas. Process and guidelines should be developed to facilitate consistency between groups.

Content Analysis Tool – Deb Epps

Hallie & Randy attended the joint IOSWT and TWT meeting in October 2004 to 1) try to make S-260 mandatory, 2) change the passing grade for S-260 from 70% to 80%, 3) to add IBA to 310-1.

- Addition of IBA to the 310-1 was approved.
- Both issues with S-260 were not approved.

Deb discussed the issue of the passing score and making S-260 mandatory.

Passing Score Issue

- Originally there were different courses at different levels of passing, Pass/Fail, 70%, 80%, etc. The consensus was to go with 70% across the board, looking at college level courses and providing some consistency, with the awareness that we may need to make course tests stronger if we make course scores lower.
- We are in a performance-based system, which our training should support.
- Going back to required courses being safety related and others are recommended.

S-260 Requirement Issue

- The TWT has developed a Content Analysis Tool for groups to use to ensure critical information is being considered during course development.
- The IBPWT would develop a checklist re: business management issues for curriculum development personnel to use when revising/developing courses. Course developers will decide if the information to the course being revised is

pertinent. They also have the option to discuss the inclusion of checklist information with an SME.

- Through this tool, the IBPWT can give developers more specifics on what we want them to consider for addition to other courses, i.e. Crew Boss, etc.
- Need to have enough information included in a checklist for the developer or SME to work from.
- The IBPWT is also part of the field review process and will have the opportunity to comment on the information included, or lack thereof, during that period.

The IBPWT needs to pursue the availability of S-260 on-line. The IBPWT also needs to get a list of courses that are up for review so we know what is coming up.

It was agreed that IBPWT members would brainstorm on what information needs to be included in the content analysis tool and Hallie will schedule a conference call would be scheduled at a later date to discuss.

IBPWT 2005 Budget - Approved for \$27,000 by NWCG

- Incident Based Automation
- Forms re-write
- Task group support
- State Rep Travel

Review of NWCG Meeting Notes and Items pertaining to IBPWT

All future taskings will be made in writing.

Mutual Aid Template

- Concerns regarding the listing of federal authorities and not state authorities.
- Want IBPWT to incorporate comments and authorities and redistribute for comment from NWCG.
- Hallie has given the template to FS and DOI SMEs at NIFC to review the authorities information. Discussed the option of sending to counsel for review before giving back to NWC. **Hallie will have Sherry Garey work with FS people to get a counsel review too.**

“Best Use of Contract Crews and Engines” Task – On hold for now

- Waiting for feedback from report OIG EERA audit report.

Incident Business Automation Update

MaryAnn Szymoniak did a presentation on Incident Business Automation, discussing where things currently stand and where they are going. PowerPoint presentation will be included with the notes.

ISuite

Donna Tate provided an ISuite demonstration for the WT to give them a better idea of how the system is utilized. She also did a quick overview of the prototype for the new system in which all the different programs are integrated into one.

Standard IMT Configuration

Discussion was had about the recent memo re: the limit on number of IMT members and what IMT configurations will look like. Currently COST is not included in the configuration. Some WT members felt that the IC is responsible to determine the configuration of their IMT. IBPWT will recommend to NWCG that, based on agency concerns for cost management, inclusion of the COST position should be considered when developing the Finance configuration. The IBPWT recommends (1) adding COST or (2) replace the COMP with COST on standard IMT configuration. **Hallie will respond to the NMAC/GMAC with the WT recommendation.**

TASK GROUP REPORTS

OF-288 Task Group Report (WT Liaison – Sarah Fisher)

Reviewed the task group progress report. Short-term actions will be pursued through minor adjustments with ITS. Long-term actions will be pursued through manual revision of the form. Draft proposed form(s) will be presented at the May meeting. **Hallie requested that Sarah include Kristy Felty, Center Manager for the BIA/FWS/BLM Casual Payment Center on the next conference call and send her a copy of the progress report.**

IBA Task Group Report (WT Liaison – Veronica Belton)

Reviewed the task group progress report.

Agency Administrator (AA) Course Development

Initiation of this project is tied back to Federal Fire and Aviation Action Plan

- IBPWT members need to review and comment on the proposed AA Session. **Comments need to be to Veronica by February 1st.**
- Carol Salo will host the first test presentation at the BLM Idaho FMO meeting. Paul Palmiotto (Florida) and Rosie Morin (BIA) offered to test the presentation at meetings this spring.
- The task group discussed how to best distribute and maintain the material. It was agreed that it would be hosted on the website so it will be available for anyone who wants or needs to look at it.

IBA PTB and 310-1 Language

Task group just received what is hopefully the final PTB Template from IOSWT and will finalize it. IOSWT Chair told Hallie that he doesn't see any issues with it being blessed. **The final PTB will be presented to IOS at their March meeting (Hallie/Sarah), along with a letter from IBPWT to IOS with a signature page for Bob Leaverton citing adoption of the 310-1 Language and the PTB. This will all be forwarded to Cindy Wolf upon completion.**

******IBPWT needs to send a message discussing the interim IBA process until PTB is finalized. Sarah will draft this.**

Message should include:

- Reference to letter sent out last season and advise this process is no longer in place.
- IBPWT will no longer recommend certification of IBAs.
- Once PTB is implemented, those procedures will be followed.
- Reiterate that this is a performance-based system.

IBA Course

Needs to be updated based on changes made in IBA Position. IBA Task Group recommends tasking of a separate group. **Veronica will serve as the IBPWT liaison and will write the charter.** New lead will need to be identified. Some of the same task group members are interested in this task group as well. After charter is written, agency reps will provide suggestions for participants.

From Deb Epps (TWT): The TWT's workload has increased and, as a result, they have requested guidance from NWCG as to priorities for course management. Assignment of the development and upkeep of the IBA course has not been determined (IBPWT vs. TWT). As the IBA is an accepted NWCG position, the course will be reviewed by Training Standards, issued a PMS#, and be published and distributed through PMS.

Fuel & Oil Task Group Report – (WT Liaison – Debra Ledford)

No progress to report. Currently looking for a new task group leader. Hallie will review the list of volunteers from the 2004 Incident Business workshop in Tucson and provide names to Debra. It would be good to also discuss with Jan McCluskey at NIFC. She may be a good lead or provide good information for the group.

Vehicle Rental Task Group (WT Liaison – Dave Behrens)

WT discussed the draft final report to IBPWT listing different rental options and what was preferred. The IBPWT feels the product does not quite meet our needs. Discussion was had re: the need to clarify the objectives of charter and assign a new task group liaison. **Dugger will serve as the liaison and will contact the task group lead re: the deliverables needed.**

Progress report will be due in May with final product due in September.

COTR Task Group (WT Liaison – Deb Aiken)

Task group will have draft report to IBPWT by February 1st. Deb discussed some of the particulars the group had dealt with. Hallie emphasized the need to look at deliverables of charter and ensure they are being met by the group.

Team Financial Summary Task Group (WT Liaison – Emmy Ibison)

No Report

Alternative Hiring Authority Task Group (WT Liaison – Hallie Locklear)

Hallie reviewed the draft report. Looking at alternatives for hiring higher skilled positions i.e. AD-5's.

Hallie will follow-up with the task group on these issues.

- Do any of these hiring authorities require an FTE? Need to address the potential impact of these alternative hiring authorities on the agency FTE ceilings and if emergency funds can be utilized for hiring. (In order to make these authorities work, DOI needs to research how they can use emergency funds in conjunction with them.)
- Do any of the hiring authorities affect the retiree's annuity?
- The report states under Pros/Cons that many of the options will impact HR workload. Has this been validated?

EERA Forms Task Group (WT Liaison – Paul Palmiotto)

Paul reviewed several forms that have been revised by this task group including Shift Tickets, Fuel & Oil Issues, Agreements, Invoices, Equipment Envelopes and Inspection Checklists. The draft forms look good and functional. **The IBPWT made suggestions that Paul will forward to the task group.**

EERA Clauses Task Group (WT Liaison – Randy Hart)

Waiting for final report from the group. **Randy will forward the draft clauses to the IPBWT.**

AGENCY UPDATES

FS

- Emmy reviewed the OIG Audit, IBP Analysis and redesign.
- Major major changes in the FS, much of which will be consuming Emmy's time.
- Reports will be made public as they come.

FWS

- 3 positions to fill this year Ops & Safety, Training, Branch Program Analysis.
- Rewriting the Incident Business Management Plan.

BLM

- Shanna Miller is now in New Mexico as the incident business contact.
- Mark Gress retired at end of December.

- Implementation of BLM/BIA/FWS centralized casual pay center. Kristy Felty is the center manager and reports to the vice Andy Smith position (recently filled by Lynne Willoughby). Memo for casual pay center will be forwarded to IBPWT.
- Implementation of a BLM/BIA/FWS centralized EERA payments center at BLM-Denver. NPS has been requested to process these payments during the implementation of the new financial system (late FY05).
- Moving to a shared financial system for all Departments of the Interior (DOI) agencies. BLM will be first to implement in FY06.

Western States

- Fire activity is average to below. Snow pack down for this season.
- National Fire Plan – grant money to the state for hazard mitigation is shrinking.
- Black Hills struggling with IA dispatch center and IA service and supply plan.

NPS

- Not a huge fire season but lots of hurricane damage.
- Del McCann working on a lot of fire procurement stuff.
- Payments – have been approached to make EERA payments for BLM & BIA for the 2005 fire season. NPS has asked their payment center in Herndon to look at work load to see if they can handle it, perhaps even supplement with payment team members, etc. Conference call scheduled next Tuesday to discuss this further.

Eastern States

- Hosted 4 hurricanes. Lots of recovery and mitigation efforts going forward now.
- Logistical staging areas set-up, State EOC was overwhelmed.
- Good mix with federal teams coming in and handling their responsibilities.
- Gearing up for long-term debris removal. Lots of trees down.
- Citrus Canker virus has been spread from the hurricanes.
- Hosting a regional IB Workshop in April.
- Expecting an average fire season, but the potential is there for an above normal season due to the drier than expected winter and downed trees due to the hurricanes.

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Conference Calls will be scheduled as needed.

Next meeting scheduled for May 10-12, 2005 in Fairbanks, AK.